

Maryland Department of Budget & Management

Office of the Secretary

PARRIS N. GLENDENING
Governor

FREDERICK W. PUDDISTER
Secretary

T. ELOISE FOSTER
Deputy Secretary

DBM PROCUREMENT DIRECTIVE

DBM Number: 97-06

Effective Date: 11/1/97

Subject:	Instructions for Completing Agency Submissions of Action Agenda Items for Inclusion on the DBM Board of Public Works Agenda
-----------------	--

A. Purpose

To provide clear instructions to assist agencies' in preparing submissions to DBM for inclusion on the DBM Board of Public Works (BPW) Agenda. This directive provides instructions for completing four types of agency submissions: (1) Services Contract(s), (includes new services and Information Technology (IT) items); (2) Contract Modifications (includes Services and IT items); (3) Exercise of Contract Option(s), (includes Services and IT items); and (4) General Miscellaneous items (includes Executive Pay Plan (EPP) Salary Adjustments and/or Early Retirement under SB1 Acts of 1996 - rehires, Out of Country Travel, Settlements exceeding \$2,500, and requests to create positions and/or obtain supplemental funding from the BPW contingency allocation fund).

This directive provides: 1) instructions for completing each type of submission and; 2) supporting documentation requirements. In addition, a correctly formatted blank sample of each type of submission, as well as (a) completed example(s) of each, can be found in Appendices A-D.

B. Applications/Exceptions

This directive is applicable to all using agencies submitting items to DBM for placement on DBM's Board of Public Work's Agenda.

C. Policies and Procedures

1. Agencies are required to use the formatting guidelines and follow the instructions applicable to their specific submission. Information Headings displayed on these format guidelines should *not* be rearranged or deleted unless specifically provided for in the instructions.

2. Agencies *must* provide complete responses to all Information Headings. If the Information Heading is not applicable to the submission, agencies should insert “N/A” (Not Applicable) after the Information Heading.
3. The instructions found in this directive vary in length by type of submission, and are *not* intended to represent or suggest to agencies the length of their submissions. Agencies are advised to provide sufficient information as necessary to respond adequately to each of the Information Headings. If an agency’s submission extends beyond a single page, the agency should display the item number at the top of each successive page of its submission (see examples in Appendices A-D).
4. Agency submissions for similar type items should be consolidated into one submission using a table format (see examples in Appendices A-D).
5. Agency submissions must be received by DBM no less than 23 days prior to the date of the scheduled BPW meeting at which Board approval is sought. Submissions that are determined acceptable by DBM will be included on the Board’s agenda. Submissions that do *not* comply with the established formatting standards *or* are received less than 23 days prior to the requested Board meeting may be deferred to a later Board meeting. In all cases, agencies should be prepared to respond to the DBM Procurement Unit’s staff, the BPW or its staff to clarify agenda items.
6. Agencies submitting action agenda items *must* provide all backup documentation as required by BPW Directive P-002-95- Revised as it applies to the agency’s submission. Backup documentation requirements are clearly stated in this directive. Agencies may also elect to provide additional backup/support information that will enable the Board to better understand the submission. However, agencies should provide only information that is considered reasonably necessary to enhance the Board’s understanding. As needed, selected backup/support information will be provided by DBM to the Board members/staff for their review of the agency’s submission.

Appendices

Appendix A - Services Contract (includes new Services and Information Technology (IT) items) Blank Form

Examples:*

1. Sole Source - Information Technology
2. Sole Source - Continuity of Care
3. Competitive Sealed Bidding
4. Multi-step Competitive Sealed Bidding
5. Competitive Sealed Bidding- Information Technology
6. Competitive Sealed Bidding- Revenue Contract
7. Competitive Sealed Proposals - Information Technology Using Point Scoring
8. Competitive Sealed Proposals - Consolidated Item Using Point Scoring
9. Competitive Sealed Proposals - No Point Scoring

Appendix B - Contract Modification (includes Services and IT items) Blank Form

Examples:

1. Contract Modification
2. Contract Modification
3. Consolidated Contract Modification

Appendix C - Exercise of Contract Option (includes Services and IT items) Blank Form

Example:

1. Exercise of Contract Option

Appendix D - General Miscellaneous Blank Form

Examples:

1. Contingent Fund Request
2. Settlement Request
3. Travel Request

*Note: All examples are illustrative of BPW Agenda items. Many of them have appeared as past Agenda items but have been altered here to emphasize certain aspects of completed BPW items.

Page Layout

- (1) Submissions must be completed using either WordPerfect 6.0 or 6.1 (6.X) on a 3.5" floppy. Additionally, agencies may transmit Action Agenda Items electronically in WordPerfect 6.X format via an E-mail attachment, with prior notification to DBM's procurement unit. Note: all Agenda Item information must be in WordPerfect 6.X.
- (2) Place 1.0" margins at top, bottom, left and right (standard WordPerfect 6.X default setting). It is *mandatory* that left and right margins be set at 1.0". Slight variations are allowed for top and bottom margins to allow for completion of item data on a single page; however top margins should not be set below .9". Bottom margins may go as low as .6" on a single page to complete parts of the Agenda Item and to improve readability.
- (3) Do *not* use page headers or footers for *any* reason.
- (4) Do *not* embed any special formatting characters or commands in the document.
- (5) Do *not* include page numbers on submissions.
- (6) All information provided should be typed in Times New Roman 12-pt font size, and single spaced, with default tab settings.
- (7) Except for Agency Contact and Approp. Code, *all* Information Headings must be left justified, all caps, bolded and underlined. All Information Headings, except the first, which identifies the type of submission, should be followed by a colon which is also underlined (see Blank Sample Forms and Examples in the Appendices). Information Headings should be double spaced.
- (8) The "**ITEM:**" Information Heading should be repeated on each new page, including any included Agenda Item Attachments. On continuation pages insert "(Cont.)" to the right of "**ITEM:**"; do not bold "(Cont.)".
- (9) Do not include lengthy tables within the body of any agenda item. WordPerfect tables should be provided as an Attachment page which are typically used to supply information for the Bids/Proposals Information Heading section and for Consolidated Items. See Appendix A, Sample 5 for an example of a Services Contract Attachment format. See Appendix A, Sample 8, for an example of a Services Contract Consolidated Items format.

Page Title

DEPARTMENT OF BUDGET AND MANAGEMENT **ACTION AGENDA**

- (1) Insert BPW at the top right-hand corner of the page. Under the BPW notation include the date of the requested BPW meeting, shown as MM/DD/YY. Repeat this information on each and every page, including all Attachment pages. If a month or day number is less than 10, do not include a leading zero.
- (2) Insert the page title **DEPARTMENT OF BUDGET AND MANAGEMENT ACTION AGENDA**." Do *not* use a header to make the page title.
- (3) To make the page title use the standard Times New Roman font, 12 pt - all caps, centered, bolded and underlined (see Blank Sample Forms and Examples in the Appendices).
- (4) Repeat the page title on each page submitted, except for Attachment pages.

Instructions for Completing Services Contract Action Agenda Items

This format is to be used for individual contracts or a small number of multiple award contracts; for Consolidated Services contracts refer to Instructions for Completing Consolidated Services Contract Action Agenda Items.

SERVICES CONTRACT

ITEM:

- (1) This Information Heading should be placed immediately under the Services Contract Information Heading.
- (2) Leave Item number blank - a number will be assigned by DBM to the right of the word **"ITEM:"**

AGENCY CONTACT:

- (1) Provide the name and phone number, including area code, of a program person who is knowledgeable about the submission and who is able to respond to DBM/BPW staff inquiries, as needed.
- (2) Bold the words **"Agency Contact:"**

DEPARTMENT:

- (1) If a department, include only agency name, omit "Department of" and add the common acronym (e.g., Health and Mental Hygiene (DHMH)).
- (2) All other agencies and Boards and Commissions should provide their complete and exact name and common abbreviation.

PROGRAM:

- (1) Provide the name of the program, its common abbreviation and a short, concise descriptive narrative.
- (2) Descriptive information should *not* include information regarding the number of positions, or funds.

CONTRACT NO. & TITLE:

- (1) Provide the agency's contract number, followed by the title of the contract, if any.

**Instructions for Completing Services Contract
Action Agenda Items (continued)**

DESCRIPTION:

- (1) Provide a single, concise summary paragraph within 6 complete lines, describing the purpose/activity of the Services or Information Technology (IT) contract. Note: Any additional information above the 6 lines should be provided under "Requesting Agency Remarks."
- (2) When acronyms are used, include the complete names prior to using the acronym, e.g., Central Processing Unit (CPU).
- (3) Any description provided should be easily understood by those unfamiliar with the subject matter. Avoid the use of technical jargon.
- (4) When numbers are included in the description, do not combine the use of both Arabic numbers and numbers as written text, e.g., do not use "six (6)" in any text; choose one format or the other, but not both. Be consistent in the use of the chosen number format.
- (5) If this is a revenue generating contract, so state in the beginning of the description. See Appendix A, Sample 6, for an example of a Revenue Contract.
- (6) Bold all narrative description provided.

TERM:

- (1) Provide the numeric start and end dates of the contract, followed by any renewal options in parenthesis, omitting leading zeros, e.g., 6/1/97 - 5/31/98 (W/2 one-year renewal options).
- (2) For contract end dates of Year 2000 or beyond, provide the complete 4 digit end-year (e.g., 2001).

PROCUREMENT METHOD:

- (1) Provide the applicable method - per COMAR 21.05.01.01 including:
 - a) Competitive Sealed Bidding, (including Multi-step Competitive Sealed Bidding);

- b) Competitive Sealed Proposals;
- c) Negotiated Award After Unsatisfactory Competitive Sealed Bidding;

**Instructions for Completing Services Contract
Action Agenda Items** (continued)

- d) Sole Source;
- e) Non-competitive Negotiated Procurement of Human, Social or Educational Services;
- f) Preference Purchase (for Blind Industries and Services of Maryland -BISM- and Certified Sheltered Workshops); and
- g) Intergovernmental Cooperative Purchases.

BIDS OR PROPOSALS:

- (1) Provide the name, city and state of all responsive/responsible, reasonably susceptible bidders/offerors. Bidder/offeror name must be bolded. Do not abbreviate any portion of the name/address of the bidder/offeror unless it is a common abbreviation that is easily recognized throughout the State of Maryland (e.g., BGE or AT&T). If in doubt, spell it out.
- (2) If only one bid/offer is received, state, as appropriate, "Only one bid received" or "Only one offer received." No ranking or scoring information is necessary. If Sole Source, use "N/A" (for Not Applicable).
- (3) For procurements by Competitive Sealed Proposals, provide a table which includes the bid price, technical score and rank, the financial score and rank and the overall/composite score by rank; list proposals by composite rank from most advantageous (i.e., top score) to the least (i.e., lowest score). Provide the maximum point score or % for the technical scores and the financial scores and the maximum composite score when applicable. If point scores were not used, provide information by amount of bid and rank and with a statement of relative weight by technical versus financial. (See Appendix A, Sample 7, for an example of Competitive Sealed Proposals).
- (4) If procurement is by other than Competitive Sealed Proposals (e.g., Competitive Sealed Bidding), list scores in order by financial price from lowest to highest (see Appendix A, Sample 3, for an example of Competitive Sealed Bidding). If revenue contract, list bidders from highest projected payment to State to lowest. See Appendix A, Sample 6, for an example of a Revenue Contract.

(5) All information provided about individual bidders/offerors should be arranged so that it is provided in a cohesive format, all on one page; e.g., do not continue information about Bids or Proposals from one page to the next. If it cannot fit on one complete page use an Attachment format.

Instructions for Completing Services Contract Action Agenda Items (continued)

AWARD:

(1) Provide the name, city and state of the winning bidder/offeror. Bidder/offeror name, must be bolded. This must be the same name and city/state address that is provided in the previous section under "Bids or Proposals". Do not abbreviate any portion of the name/address of the bidder/offeror unless it is a common abbreviation that is easily recognized throughout the State of Maryland (e.g., "BGE" or "AT&T"). If in doubt, spell it out.

(2) If the award is made to a vendor whose home office is out-of-State (as indicated in the contract), but which has one or more locations in Maryland from which the vendor regularly conducts business, indicate those locations in parenthesis (if a vendor has more than three local offices, provide only the number). See Appendix A, Sample 3, for an example of an out-of-State vendor with a local office in Baltimore, Maryland.

Note: Under the guidelines of BPW Advisory P-003-95 Revised, such businesses may be deemed a resident business (e.g., IBM Corporation, Armonk, NY - local office in Baltimore, Maryland).

INCUMBENT:

(1) Provide the name, city and state of the present contractor; term of the contract, including any options that have been exercised and the amount approved for the entire term.

(2) If the incumbent is the same, state "same" in lieu of repeating the name. (See Appendix A, Sample 2, for an example).

(3) If there is no incumbent, say "None."

(4) If a vendor has provided some, but not all of the services covered by the current submission, provide information requested in (1) above to the extent applicable in, Requesting Agency Remarks.

FUND SOURCE:

- (1) Indicate what % of funds are General, Special or Federal. When reporting this information use the common abbreviations, i.e., General "Gen.," Special "Spec.," Federal "Fed.," Reimbursable "Reim.," or Non-budgeted "Non-bud.," and for University of Maryland only, Restricted or Unrestricted, (e.g., 100% Gen.). If it's a revenue generating contract say "revenue generating." If there is a variance between the reported incumbent amount and the requested approval amount of the new contract, provide an explanation in the Requesting Agency Remarks.

**Instructions for Completing Services Contract
Action Agenda Items (continued)**

- (2) For Special, Federal, Reimbursable and Non-budgeted fund sources, provide a brief description of the fund sources. (e.g., Transportation Trust Fund; Licensing fees). If funds are split, indicate the % for each.
- (3) If funds are generated from revenues, provide the name of the source.

APPROP. CODE:

- (1) Provide the FMIS Program R*STARS appropriation number.

AMOUNT:

- (1) Provide the actual or estimated amount of the contract. Bold the amount. If estimated, provide an explanation in Requesting Agency Remarks. Provide the base term of the contract in years or fraction of years; or in total months only; e.g., **\$823,320** (3.5 years) or **\$823,320** (42 months).
- (2) Indicate the amount apportioned for each fund %. If multiple fund sources, split % of funds using the standard abbreviation for fund source. See Appendix A, Sample 1, for an example.
- (3) For revenue generating contracts:
- a) Take % of the commission x the projected gross dollar value to determine the projected return.
 - b) If amount is determined by any other methodology, state the method in Requesting Agency Remarks. See Appendix A, Sample 6, for an example of a revenue generating contract.

PERFORMANCE BOND:

- (1) If a performance bond is included in the contract enter the amount, otherwise enter "None."

REQUESTING AGENCY REMARKS:

- (1) Provide all vendor outreach information, for example:
 - a) List all publications where advertisements appeared for this solicitation.

Instructions for Completing Services Contract Action Agenda Items (continued)

- b) State the number of copies of Solicitation(s) sent in the following manner:

A copy of this solicitation was sent to: # of vendors, of which
were Maryland firms and were MBEs.

- c) Provide MBE information, including:

What the MBE goal is for this contract. State whether this goal was met or exceeded? Who will the subcontractor(s) be?

- (2) If there is an unusually low number of responses either in an absolute sense (one or two bids, etc.) relative to the number of vendors solicited or, similarly, if there is a limited number of responses by Maryland vendors, provide an explanation for the lack of competitive response.
- (3) If any bidders/offerors were non-responsible, non-responsive or not reasonably susceptible of being selected for award, provide the appropriate statement and the number of vendors (do not provide the names of these vendors).
- (4) If only one bid/offer was received, state this on the line next to "**BIDS OR PROPOSALS**". Include the statement in this section that "the single bid/offer has been determined to be technically acceptable and the price is fair and reasonable."
- (5) If the award is to a vendor whose principal place of business is located outside of Maryland, specifically explain whether any reciprocal preference was applied, e.g.:
 - a) "reciprocal preference was reviewed but was not applied because ...," (provide an explanation);
 - b) "reciprocal preference was reviewed and applied and ..." (describe the preference and explain why the recommended vendor still wins); see Appendix A, Sample 7, for an example of the use of reciprocal preferences.

c) If a competitive sealed proposal procurement, state whether economic benefit was used as an evaluation criteria. If so, where did the recommended vendor rank and, if not number one, explain the reason the vendor is being recommended for award. If the economic benefit was not applied, explain why not. See Appendix A, Sample 7, for an example of economic benefits.

(6) If submitted item is currently under protest or appeal, note that fact, as appropriate. Include statement that "Approval is requested notwithstanding protest," *or* "Approval is requested notwithstanding appeal," (whichever is appropriate). "Approval of contract without delay is necessary to protect substantial State interests." These statements should be followed by a description of the consequences of not promptly awarding the contract. See Appendix A, Sample 3, for an example of a contract with a bid protest.

Instructions for Completing Services Contract Action Agenda Items (continued)

(7) Use this section to also provide additional information or further explain information provided in other sections, including:

Description of contract details (Note: lengthy contract descriptions are to be included as Backup Material, submitted to DBM as part of the contract/BPW Agenda package; such backup material will be transmitted to the BPW by DBM.

Incumbent Information Additional Details

Fund Source Explanations

Amounts Details

Performance or Bid Bonds Details

(8) If Information Technology (IT) contract specify status of Century Compliance as follows:

- The contractor warrants that the Information Technology products/services are century compliant, or
- The DBM Office of Information Technology has waived the requirement for century compliance, or
- These IT products/services have no data components or applications, thus century compliance is not applicable to this procurement.

Note: See Appendix A, IT Samples, for examples of century compliance wording.

(9) At the end of the Requesting Agency Remarks section, provide information about the

current status of the selected vendor with the Comptroller's Office, Compliance Division. Agency contracts for goods or services, whether new, modified or an extension, must have a unique Control Number, secured from the Compliance Division of the State Comptroller's Office. It takes approximately 3 days to obtain a Control Number. Exceptions are made only for contracts awarded to an out-of-State vendor who is providing goods or services outside of Maryland's borders. To obtain a number, contact the State Comptroller's Compliance Division at (410) 767-1622 or FAX (410) 333-7499.

Indicate whether the bidder/offeror is/is not a resident business. When providing information in this section, the following exact language, taken from the BPW Advisory P-003-95 Revised, must be used as follows:

Instructions for Completing Services Contract Action Agenda Items (continued)

"The Office of the State Comptroller has verified, under Control Number* 9X-YYYY-ZZZZ, that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor is [or is not]** a resident business under the guidelines of BPW Advisory P-003-95 Revised."

Note: * The control number (represented by 9X-YYYY-ZZZZ) is obtained from the Comptroller's Office Compliance Division for each and every submittal of a contract to the BPW for each vendor being awarded a contract. If several contractors are being awarded contracts, a Control Number, followed by the name of the vendor may be included in this paragraph. For a large number of multiple awards, use an Attachment format to list control numbers and vendor names. In this case, refer to the Attachment in the body of the above paragraph; leave all other wordings unchanged.

Note: ** If multiple awards and a mix of in/State and out-of-State vendors exist, indicate the out-of-State vendors in this section of the paragraph.

DBM REMARKS:

(1) Leave blank

Note: All IT contracts submitted for BPW approval must be consistent with State IT plans and with agency submitted Information Technology Project Requests (ITPRs). Before submitting any IT BPW Item,

agencies are advised to check with the DBM Office of Information Technology (OIT) to make sure their ITPRs are up to date and are currently on file with OIT. Any submissions of IT BPW agenda items where IT plans are not up to date are subject to delays in submitting to the Board.

Trailer Information

The following Trailer Information must appear on the very bottom of the last page of the Agenda Item, after DBM Remarks and prior to any Attachments. Do not vary the format.

Board of Public Works Action - The above referenced Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

Backup Documentation Requirements for All Services Contract Action Agenda Items (Single or Consolidated)

Required backup documentation for Services Contract action agenda items as per BPW Directive P-002-95 - Revised.

1. Provide a list of bidders directly solicited which identify resident businesses and certified MBEs.
2. Provide copies of any protests or appeals and the agency's response, along with a copy of the solicitation document and any addenda.
3. If a sole source contract, provide a copy of a letter from the Agency Head affirming his/her agreement with the Procurement Officer's sole source justification. Also provide a statement detailing any efforts to locate additional sources or if no such efforts were made, the reason they were not, unless already included in the Procurement Officer's determination.

Instructions for Completing Consolidated Services Contract Action Agenda Items

This format is to be used when submitting a significant number of multiple award contracts to the BPW for like services (deriving from the same RFP or program need, differing only in awardee, amounts, contract numbers, etc.). For an example see Appendix A, Sample 8.

SERVICES CONTRACTS

ITEM:

- (1) Refer to instructions for completing (new) Services Contract Action Agenda Items.

AGENCY CONTACT:

- (1) Refer to instructions for completing (new) Services Contract Action Agenda Items.

DEPARTMENT:

- (1) Refer to instructions for completing (new) Services Contract Action Agenda Items.

PROGRAM:

- (1) Refer to instructions for completing (new) Services Contract Action Agenda Items.

CONTRACT NOS. & TITLES:

- (1) See Attachment.

DESCRIPTION:

- (1) Refer to instructions for completing (new) Services Contract Action Agenda Items.

TERM:

- (1) Refer to instructions for completing (new) Services Contract Action Agenda Items.
- (2) If the Term of multiple award contracts vary by vendor, include Contract Terms in a line item for each vendor in the Attachment details.

PROCUREMENT METHOD:

- (1) Refer to instructions for completing (new) Services Contract Action Agenda Items.

**Instructions for Completing Consolidated Services Contract
Action Agenda Items (continued)**

BIDS OR PROPOSALS:

- (1) See Attachment.

AWARD:

- (1) See Attachment.

INCUMBENTS:

- (1) See Attachment or state "None" if there are no incumbents.

FUND SOURCE:

- (1) Refer to instructions for completing (new) Services Contract Action Agenda Items.
- (2) Generally Fund Sources are the same for all Multiple Award Contracts. If not, include a line item in the Attachment to describe unique Fund Sources by vendor.

APPROP. CODES:

- (1) Refer to instructions for completing (new) Services Contract Action Agenda Items.
- (2) Generally Appropriation Codes are the same for all Multiple Award Contracts. If not, include a line item in the Attachment to describe unique Appropriation Codes by vendor.

AMOUNTS:

- (1) Provide the actual or estimated Grand Total amount of all contracts in the Attachment. Bold the Grand Total amount. If estimated, provide an explanation in Requesting Agency Remarks. Provide the base term of the contract in years or fraction of years; or in total months only; e.g., **\$823,320** Grand Total (3.5 years) or **\$823,320** Grand Total (42 months). This Grand Total must agree with Attachment Grand Total.

PERFORMANCE BONDS:

- (1) Refer to instructions for completing (new) Services Contract Action Agenda Items.

REQUESTING AGENCY REMARKS:

- (1) Refer to instructions for completing (new) Services Contract Action Agenda Items.

**Instructions for Completing Consolidated Services Contract
Action Agenda Items (continued)**

- (2) At the end of the Requesting Agency Remarks section provide information about the current status of the selected vendor with the Comptroller's Office, Compliance Division. Agency contracts for goods or services, whether new, modified or an extension, must have a unique Control Number, secured from the Compliance Division of the State Comptroller's Office. It takes approximately 3 days to obtain a Control Number. Exceptions are made only for contracts awarded to an out-of-State vendor who is providing goods or services outside of Maryland's borders. To obtain a number, contact the State Comptroller's Compliance Division at (410) 767-1658.

Indicate whether the bidder/offeror is/is not a resident business. When providing information in this section, the following exact language, taken from the BPW Advisory P-003-95 Revised, must be used as follows:

"The Office of the State Comptroller has verified, under the Control Numbers in the Attachment that the recommended contractors have no known deficiencies in the payment of their Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or Department of Assessments and Taxation, as applicable, that the contractors are appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractors are [or are not] resident businesses under the guidelines of BPW Advisory P-003-95 Revised."

If there is a mix of in-State and out-of-State vendors, indicate this on a line item in the Attachment indicating status of residency.

DBM REMARKS:

- (1) Refer to instructions for completing (new) Services Contract Action Agenda Items.

Trailer Information

The following Trailer Information must appear on the very bottom of the last page of the Agenda Item, after DBM Remarks and prior to any Attachments. Do not vary the format.

Board of Public Works Action - The above referenced Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

**Instructions for Completing Contract Modification
Action Agenda Items**

This format to be used for individual contract modifications only; for Consolidated Contract Modifications refer to Instructions for Completing Consolidated Services Contract Modification Action Agenda Items.

CONTRACT MODIFICATION (SERVICES)

ITEM:

- (1) Refer to instructions for completing (new) Services Contract Action Agenda Items.

AGENCY CONTACT:

- (1) Refer to instructions for completing (new) Services Contract Action Agenda Items.

DEPARTMENT:

- (1) Refer to instructions for completing (new) Services Contract Action Agenda Items.

PROGRAM:

- (1) Refer to instructions for completing (new) Services Contract Action Agenda Items.

ORIGINAL CONTRACT NO. & TITLE:

- (1) Provide the agency's original contract number, followed by the title of the contract.
- (2) If the original contract was previously approved by the BPW, use the exact contract number and the exact title used for that Board item.

ORIGINAL CONTRACT APPROVED:

(1) Enter the Board date in the format MM/DD/YY followed by the DBM BPW printed agenda Item number. Example: 6/12/96 DBM BPW Item 19-S.

(2) If the BPW did not approve the prior contract (e.g., it was less than \$100,000) use the words "(Not subject to BPW Approval)" after the date approved by DBM.

ORIGINAL PROCUREMENT METHOD:

(1) Provide the original method used in the previously submitted Board item.

**Instructions for Completing Contract Modification
Action Agenda Items (continued)**

CONTRACTOR:

(1) Refer to Information Heading "**AWARD:**" in Instructions for Completing (new) Services Contract Action Agenda Items.

(2) If there has been a change in the vendor or vendor's name, provide the new name and show as "(Successor to Old Vendor Company Name)." Provide the old name as shown from the original BPW Agenda Item.

DESCRIPTION OF ORIGINAL CONTRACT:

(1) Repeat here the description of the original contract as it appeared in the original Agenda Item. Do not change any of the words of the original contract description as it was presented to the Board. This paragraph is not bolded.

DESCRIPTION OF MODIFICATION:

(1) Provide a concise description (6 lines or less) of the contract modification, explaining why the modification is necessary. If additional information is required to explain the modification, provide under Requesting Agency Remarks.

(2) Bold all information provided.

TERM OF ORIGINAL CONTRACT:

(1) Provide the Original Term information as it appeared on the original Services Contract BPW Item. Include all Contract Options in parentheses.

TERM OF MODIFICATION:

(1) Provide the numeric beginning and ending dates of the modification. The information

provided should be in the format MM/DD/YY-MM/DD/YY, omitting leading zeros, e.g., 6/1/97-5/31/98.

FUND SOURCE:

- (1) Refer to instructions for completing (new) Services Contract Action Agenda Items. Fund Sources are generally the same as in the original contract but may vary for Contract Modifications. If necessary, provide an explanation in the Requesting Agency Remarks as to changes in Fund Sources for the Modification.

Instructions for Completing Contract Modification Action Agenda Items (continued)

APPROP. CODE:

(1) Refer to instructions for completing (new) Services Contract Action Agenda Items. Appropriation Codes are generally the same as in the original contract but may vary for Contract Modifications. If necessary, provide an explanation in the Requesting Agency Remarks as to changes in Appropriation Codes for the Modification.

ORIGINAL CONTRACT AMOUNT:

(1) Provide the amount that was approved by the BPW in the original Board item submission. Do not break out by Fund Source. Do not include any dates. Do not bold. See Appendix B, Sample 1, for an example.

MODIFICATIONS TO DATE (AMOUNTS/PURPOSE):

(1) Provide a complete historical list that identifies all modifications and/or options that have occurred to date. Be sure to order the list chronologically by date of occurrence to show that the vendor has been under continuous contract with no gaps, and include the dollar value along with a brief description. Use the following format:

Mod # 1	\$XXXX	Description (omit jargon)
Opt# 1	XXXX	Description (omit jargon)
Etc.	<u>XXXX</u>	Etc.
	\$XXXX	Total

(2) If the Modification or Option involves only an extension of the term, enter \$0 in the dollar column, e.g., "Mod #1 \$0 (*Description*)."

(3) Provide a total dollar value for all Modifications and/or Options, (as shown above). See Appendix B, Sample 1, for an example.

AMOUNT OF THIS MODIFICATION:

(1) Provide the actual or estimated amount of the contract modification. Bold the amount. If estimated, provide an explanation in Requesting Agency Remarks. Provide the term of the contract modification in years or fraction of years, or in total months only.

(2) Indicate the amount apportioned for each fund %. If multiple fund sources, split % of funds using the standard abbreviation for fund source. (See example.)

(3) For revenue generating contract modifications:

- a) Take % of the commission x the projected gross dollar value to produce the projected return for the State.

**Instructions for Completing Contract Modification
Action Agenda Items** (continued)

- b) If amount is determined by using any other methodology, state the calculation method used in Requesting Agency Remarks.

PPERFORMANCE BOND:

- (1) Refer to instructions for completing (new) Services Contract Action Agenda Items.

REVISED TOTAL CONTRACT AMOUNT:

- (1) Provide the sum of the original contract amount plus the total sum of all Modifications and/or Options to date plus the amount of this modification.

PERCENTAGE INCREASE(DECREASE) OF RATES:

- (1) Provide the % of increase (decrease) of unit costs. If not applicable enter "N/A."
- (2) If this modification includes an increase or a decrease that modifies the existing unit costs (i.e., the rates that were stated in the original Services Contract item submission), an explanation must be provided in Requesting Agency Remarks.

**PERCENT INCREASE (DECREASE) FROM ORIGINAL CONTRACT
(THIS MODIFICATION):**

- (1) Take the amount of this modification and divide by the original contract amount x 100 to calculate the amount to the nearest 10th of a percent.

PERCENTAGE INCREASE (DECREASE) OVERALL:

- (1) If there are no Modifications to date, it is not necessary to provide a % of increase or decrease overall; leave the item out altogether. (Option amounts do not enter into this calculation, only Modification amounts.)
- (2) If there are Modifications prior to this modification, the % is the amount of all prior Modifications (include the current modification) divided by the Original Contract Amount x 100 to give a % to the nearest tenth. (Option amounts do not enter into this calculation, only Modification amounts, including the current modification amount in this Agenda Item.)

REQUESTING AGENCY REMARKS:

- (1) Provide any information that the agency believes will further amplify the details of this

modification and is appropriate to advise the Board.

**Instructions for Completing Contract Modification
Action Agenda Items** (continued)

(2) Provide a brief explanation why it is in the best interest of the State to modify the contract at this time.

(3) Use this section to also provide additional information or further explain information provided in other sections, including:

Description of Contract Details: (Note: Lengthy contract descriptions are to be included as Backup Material, submitted to DBM as part of the contract/BPW Agenda package which will be transmitted to the BPW by DBM.

Fund Source Explanations

Amounts Details

(4) If Information Technology (IT) contract, specify status of Century Compliance as follows:

- The contractor warrants that the Information Technology products/services are century compliant; or
- The DBM Office of Information Technology has waived the requirement for century compliance; or
- These IT products/services have no date data components or applications, thus century compliance is not applicable to this procurement.

(5) At the end of the Requesting Agency Remarks section, provide information about the current status of the selected vendor with the Comptroller's Office. Refer to instructions for completing (new) Services Contract Action Agenda Items.

DBM REMARKS:

(1) Leave blank.

Note: All IT contracts submitted for BPW approval must be consistent with State IT plans and with agency submitted Information Technology Project Requests (ITPRs). Before submitting any IT BPW Item, agencies are advised to check with the DBM Office of Information Technology (OIT) to make sure their ITPRs are up to date and are currently on file with OIT. Any submissions of IT BPW agenda items where

IT plans are not up to date are subject to delays in submitting to the Board.

**Instructions for Completing Contract Modification
Action Agenda Items** (continued)

Trailer Information

The following Trailer Information must appear on the very bottom of the last page of the Agenda Item, after DBM Remarks and prior to any Attachments. Do not vary the format.

Board of Public Works Action - The above referenced Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

**Backup Documentation Requirements for All
Contract Modification Action Agenda Items (Single or Consolidated Items)**

Required backup documentation for Contract Modification action agenda items are as per BPW Directive P-002-95 Revised.

1. If a Sole Source contract, provide backup documentation signed by the agency head reaffirming the original Sole Source determination. The Procurement Officer's signature is not sufficient.

Instructions for Completing Consolidated Contract Modification Action Agenda Items

This format to be used for Consolidated Contract Modifications only. See Appendix B, Sample 3, for an example of a Consolidated Contract Modification format.

CONTRACT MODIFICATION (SERVICES):

ITEM:

- (1) Refer to instructions for completing (new) Services Contract Action Agenda Items.

AGENCY CONTACT:

- (1) Refer to instructions for completing (new) Services Contract Action Agenda Items.

DEPARTMENT:

- (1) Refer to instructions for completing (new) Services Contract Action Agenda Items.

PROGRAM:

- (1) Refer to instructions for completing (new) Services Contract Action Agenda Items.

ORIGINAL CONTRACT NO. & TITLE:

- (1) See Attachment.

ORIGINAL CONTRACT APPROVED:

- (1) See Attachment.

ORIGINAL PROCUREMENT METHOD:

- (1) Provide the original method used in the previously submitted Board item.

CONTRACTOR:

- (1) See Attachment.

DESCRIPTION OF ORIGINAL CONTRACT:

- (1) Repeat here the description of the original contract as it appeared in the original Agenda Item. Do not vary any of the words. This paragraph is not bolded.

Instructions for Completing Consolidated Contract Modification Action Agenda Items (continued)

DESCRIPTION OF MODIFICATION:

- (1) Provide a concise description (6 lines or less) of the Contract Modification, explaining why the modification is necessary. If additional information is required to explain the modification, provide under Requesting Agency Remarks.
- (2) Bold all information provided.

TERM OF ORIGINAL CONTRACTS:

- (1) Provide the Original Term information as it appeared on the original Services Contract BPW Item.

TERM OF MODIFICATION:

- (1) Provide the numeric beginning and ending dates of the modification. The information provided should be in the format MM/DD/YY - MM/DD/YY, omitting leading zeros, e.g., 6/1/97 - 5/31/98.

FUND SOURCE:

- (1) Refer to instructions for completing (new) Services Contract Action Agenda Items. Fund Sources are generally the same as in the original contract but may vary for Contract Modifications. If necessary, provide an explanation in the Requesting Agency Remarks as to changes in Fund Sources for the Modification.

APPROP. CODE:

- (1) Refer to instructions for completing (new) Services Contract Action Agenda Items. Appropriation Codes are generally the same as in the original contract but may vary for Contract Modifications. If necessary, provide an explanation in the Requesting Agency Remarks as to changes in Appropriation Codes for the Modification.

ORIGINAL CONTRACT AMOUNTS:

- (1) Provide the Grand Total amount that was approved by the BPW in the original Board item submission. Do not break out by Fund Source. Do not include any dates. Do not bold. See Appendix B, Sample 1, for an example of the format.

Instructions for Completing Consolidated Contract Modification Action Agenda Items (continued)

MODIFICATIONS TO DATE (AMOUNTS/PURPOSE):

- (1) Provide a summary description of modifications for contracts where this is consistent across all contracts.
- (2) See Attachment.

AMOUNT OF THESE MODIFICATIONS:

- (1) Provide the Grand Total actual or estimated amount of all contract modifications in the Attachment. Bold the amount. Provide the term of the Contract Modification in years or fraction of years, or in total months only.
- (2) Indicate the amount apportioned for each fund %. If multiple fund sources, split % of funds using the standard abbreviation for fund source.
- (3) See Attachment.

PERFORMANCE BOND:

- (1) Refer to instructions for completing Contract Modification Action Agenda Items.

REVISED TOTAL CONTRACT AMOUNTS:

- (1) Provide the Grand Total sum of the original contract amounts plus the total sum of all Modifications and/or Options to date plus the amount of these modifications.

PERCENTAGE INCREASE(DECREASE) OF RATES:

- (1) Provide the % of increase (decrease) of unit costs. If not applicable enter "N/A."
- (2) If this modification includes an increase or a decrease that modifies the existing unit costs

(i.e., the rates that were stated in the original Services Contract item submission), an explanation must be provided in Requesting Agency Remarks.

**PERCENT INCREASE (DECREASE) FROM ORIGINAL CONTRACT
(THIS MODIFICATION):**

- (1) Refer to instructions for completing Contract Modification Action Agenda Items.
- (2) See Attachment.

**Instructions for Completing Consolidated Contract Modification
Action Agenda Items (continued)**

PERCENTAGE INCREASE (DECREASE) OVERALL:

- (1) Refer to instructions for completing Contract Modification Action Agenda Items.
- (2) See Attachment.

REQUESTING AGENCY REMARKS:

- (1) Provide any information that the agency believes will further amplify the details of this modification and is appropriate to advise the Board.
- (2) Provide a brief explanation why it is in the best interest of the State to modify the contracts at this time.
- (3) Use this section to also provide additional information or further explain information provided in other sections, including:

Description of Contract Details (Note: Lengthy contract descriptions are to be included as Backup Material, submitted to DBM as part of the contract/BPW Agenda package which will be transmitted to the BPW by DBM.

Fund Source Explanations

Amounts Details

- (4) If Information Technology (IT) contract specify status of Century Compliance as follows:
 - The contractor warrants that the Information Technology products/services are century compliant;

- The DBM Office of Information Technology has waived the requirement for century compliance; or
- These IT products/services have no date data components or applications, thus century compliance is not applicable to this procurement.

(5) At the end of the Requesting Agency Remarks section provide information about the current status of the selected vendor with the Comptroller's Office. Refer to instructions for completing (new) Services Consolidated Contract Action Agenda Items.

Instructions for Completing Consolidated Contract Modification Action Agenda Items (continued)

DBM REMARKS:

- (1) Leave blank.

Note: All IT contracts submitted for BPW approval must be consistent with State IT plans and with agency submitted Information Technology Project Requests (ITPRs). Before submitting any IT BPW Item, agencies are advised to check with the DBM Office of Information Technology (OIT) to make sure their ITPRs are up to date and are currently on file with OIT. Any submissions of IT BPW agenda items where IT plans are not up to date are subject to delays in submitting to the Board.

Trailer Information

The following Trailer Information must appear on the very bottom of the last page of the Agenda Item, after DBM Remarks and prior to any Attachments. Do not vary the format.

Board of Public Works Action - The above referenced Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

Instructions for Completing Exercise of Contract Option Action Agenda Items

EXERCISE OF CONTRACT OPTION:

ITEM:

- (1) Refer to Instructions for Completing (new) Services Contract Action Agenda Items.

AGENCY CONTACT:

- (1) Refer to Instructions for Completing (new) Services Contract Action Agenda Items.

DEPARTMENT:

- (1) Refer to Instructions for Completing (new) Services Contract Action Agenda Items.

PROGRAM:

- (1) Refer to Instructions for Completing (new) Services Contract Action Agenda Items.

ORIGINAL CONTRACT NO. & TITLE:

- (1) Refer to Instructions for Completing Contract Modifications

ORIGINAL CONTRACT APPROVED:

- (1) Enter the Board date in the format MM/DD/YY followed by the DBM BPW printed agenda Item number. Example: 6/12/96 DBM BPW Item 19-S.

ORIGINAL PROCUREMENT METHOD:

- (1) Provide the original method used in the previously submitted Board item.

CONTRACTOR:

- (1) Refer to Information Heading "**AWARD:**" in Instructions for completing (new) Services Contract Action Agenda Items.
- (2) If there has been a change in the vendor or vendor's name, provide the new name and show as "(Successor to Old Vendor Company Name)." Provide the old name as shown from the original BPW Agenda Item.

Instructions for Completing Exercise of Contract Option

Action Agenda Items (continued)

DESCRIPTION OF ORIGINAL CONTRACT:

- (1) Repeat here the description of the original contract as it appeared in the original Agenda Item. Do not change any of the words of the original contract description as it was presented to the Board. This paragraph is not bolded.

DESCRIPTION OF OPTION:

- (1) Provide a concise description of the Option in one or two lines.

TERM OF ORIGINAL CONTRACT:

- (1) Provide the Original Term information as it appeared on the original Services Contract BPW Item. Include all Contract Options in parentheses.

TERM OF OPTION:

- (1) Provide the numeric beginning and ending dates of the option. The information provided should be in the format MM/DD/YY - MM/DD/YY, omitting leading zeros, e.g., 6/1/97 - 5/31/98.

FUND SOURCE:

- (1) Refer to instructions for completing (new) Services Contract Action Agenda Items. Fund Sources are generally the same as in the original contract but may vary for Contract Options. If necessary, provide an explanation in the Requesting Agency Remarks as to changes in Fund Sources for the Option.

APPROP. CODE:

- (1) Refer to instructions for completing (new) Services Contract Action Agenda Items. Appropriation Codes are generally the same as in the original contract but may vary for Contract Options. If necessary, provide an explanation in the Requesting Agency Remarks as to changes in Appropriation Codes for the option.

ORIGINAL CONTRACT AMOUNT:

- (1) Provide the amount that was approved by the BPW in the original Board item submission. Do not break out by Fund Source. Do not include any dates. Do not bold. See Appendix C, Sample 1, for an example.

Instructions for Completing Exercise of Contract Option
Action Agenda Items (continued)

MODIFICATIONS/OPTIONS TO DATE (AMOUNTS/PURPOSE):

(1) Provide a complete historical list that identifies all modifications and/or options that have occurred to date. Be sure to order the list chronologically by date of occurrence to show that the vendor has been under continuous contract with no gaps, and include the dollar value along with a brief description. Use the following format:

Mod # 1	\$XXXX	Description (omit jargon)
Opt# 1	XXXX	Description (omit jargon)
Etc.	<u>XXXX</u>	Etc.
	\$XXXX	Total

(2) If the Modification or Option involves only an extension of the term, enter \$0 in the dollar column, e.g., "Mod #1 \$0 (*Description*)."

(3) Provide a total dollar value for all Modifications and/or Options, (as shown above). See Appendix C, Sample 1 for an example.

AMOUNT OF THIS OPTION:

(1) Provide the actual or estimated amount of the contract option. Bold the amount. If estimated, provide an explanation in Requesting Agency Remarks. Provide the term of the contract option in years or fraction of years, or in total months only.

(2) Indicate the amount apportioned for each fund %. If multiple fund sources, split % of funds using the standard abbreviation for fund source.

PERFORMANCE BOND:

(1) Refer to instructions for completing (new) Services Contract Action Agenda Items.

REVISED TOTAL CONTRACT AMOUNT:

(1) Provide the sum of the original contract amount plus the total sum of all Modifications and/or Options to date plus the amount of this Option.

PERCENTAGE INCREASE(DECREASE) OF RATES:

(1) Provide the % of increase (decrease) of unit costs. If not applicable enter "N/A."

(2) If this Option includes an increase or a decrease that modifies the existing unit costs (i.e.,

the rates that were stated in the original Services Contract item submission), an explanation must be provided in Requesting Agency Remarks.

**Instructions for Completing Exercise of Contract Option
Action Agenda Items (continued)**

PERCENTAGE INCREASE (DECREASE) OVERALL:

(1) If there are no Modifications to date (e.g., there have been only Options), it is not necessary to provide a % of increase or decrease overall; leave the item out all together. (Option amounts do not enter into this calculation, only modification amounts.)

(2) If there are Modifications prior to this Option, the % is the amount of all prior modifications divided by the Original Contract Amount x 100 to give a % to the nearest 10th. (Option amounts do not enter into this calculation, only modification amounts.)

REQUESTING AGENCY REMARKS:

(1) Provide any information that the agency believes will further amplify the details of this Option and is appropriate to advise the Board.

(2) Provide a brief explanation why it is in the best interest of the State to exercise the Option.

(3) Use this section to also provide additional information or further explain information provided in other sections, including:

Description of Option Details

Fund Source Explanations

Amounts Details

(4) If Information Technology (IT) contract specify status of Century Compliance as follows:

- The contractor warrants that the Information Technology products/services are century compliant,
- The DBM Office of Information Technology has waived the requirement for century compliance, or
- These IT products/services have no date data components or applications, thus century compliance is not applicable to this procurement.

(5) At the end of the Requesting Agency Remarks section provide information about the current status of the selected vendor with the Comptroller's Office. Refer to instructions for

completing (new) Services Contract Action Agenda Items.

**Instructions for Completing Exercise of Contract Option
Action Agenda Items (continued)**

DBM REMARKS:

(1) Leave blank.

Note: All IT contracts submitted for BPW approval must be consistent with State IT plans and with agency submitted Information Technology Project Requests (ITPRs). Before submitting any IT BPW Item, agencies are advised to check with the DBM Office of Information Technology (OIT) to make sure their ITPRs are up to date and are currently on file with OIT. Any submissions of IT BPW agenda items where IT plans are not up to date are subject to delays in submitting to the Board.

Trailer Information

The following Trailer Information must appear on the very bottom of the last page of the Agenda Item, after DBM Remarks and prior to any Attachments. Do not vary the format.

Board of Public Works Action - The above referenced Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

Backup Documentation Requirements for Exercise of Contract Option Action Agenda Items

Required backup documentation for Exercise of Contract Options action agenda items are as per BPW Directive P-002-95 Revised.

1. If a Sole Source, provide backup documentation signed by the agency head reaffirming the original Sole Source determination. The Procurement Officer's signature is not sufficient.

Instructions for Completing General Miscellaneous Action Agenda Items

GENERAL MISCELLANEOUS:

ITEM:

- (1) Refer to Instructions for Completing (new) Service Contract Action Agenda Items.

AGENCY CONTACT:

- (1) Refer to Instructions for Completing (new) Service Contract Action Agenda Items.

DEPARTMENT:

- (1) Refer to Instructions for Completing (new) Service Contract Action Agenda Items.

PROGRAM:

The submitting agency may elect to complete this Information Heading, dependent on the type of General Miscellaneous submission (i.e., includes Executive Pay Plan (EPP) Salary Adjustments and/or Early Retirement under SB 1 of Acts 1996 - rehires, Out of Country Travel, Settlements exceeding \$2,500, and requests to create positions and/or obtain supplemental funding from the BPW contingency allocation). If information is provided, use the following instructions:

- (1) Provide the name of the program and a short, concise descriptive narrative.
- (2) Descriptive information should *not* include information regarding the number of positions, or funds.

AMOUNT OF REQUEST:

- (1) Provide the numeric dollar value, if applicable. Bold the amount. If not applicable use "N/A."

DESCRIPTION:

- (1) Provide a concise description (6 lines or less).
- (2) Bold all information provided.

FUND SOURCE:

- (1) Refer to Instructions for Completing (new) Services Contract Action Agenda Items.

**Instructions for Completing General Miscellaneous
Action Agenda Items (continued)**

APPROP. CODE:

- (1) Refer to Instructions for Completing (new) Services Contract Action Agenda Items.

REQUESTING AGENCY REMARKS:

- (1) Provide any information the agency believes will further amplify the details of this item. See examples in Appendix D, Samples 1, 2, and 3.

DBM REMARKS:

- (1) Leave blank.

Trailer Information

The following Trailer Information must appear on the very bottom of the last page of the Agenda Item, after DBM Remarks and prior to any Attachments. Do not vary the format.

Board of Public Works Action - The above referenced Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

Backup Documentation Requirements for General Miscellaneous Action Agenda Items

1. If submission is for out-of-country travel, include the Out of State/Out of Country Travel Form (GADX-3A).
2. If your General Miscellaneous Submission is for a Settlement, provide a signed Confidential Explanation of Terms of Settlement originating from the Office of the Attorney General.

Appendix A Blank Services Contract Form

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT **ACTION AGENDA**

SERVICES CONTRACT

ITEM:

Agency Contact:

DEPARTMENT:

PROGRAM:

CONTRACT NO. & TITLE:

DESCRIPTION:

TERM:

PROCUREMENT METHOD:

BIDS OR PROPOSALS:

AWARD:

INCUMBENT:

FUND SOURCE:

APPROP. CODE:

AMOUNT:

PERFORMANCE BOND:

REQUESTING AGENCY REMARKS:

DBM REMARKS:

Board of Public Works Action - The above referenced Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

**Appendix A, Services Contract, Sample # 1
(Sole Source - Information Technology)**

BPW MM/DD/YY

**DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

SERVICES CONTRACT

ITEM: Agency Contact: Gary Jones (410) 555-5787

DEPARTMENT: Department of Budget and Management (DBM)

PROGRAM: Office of Information Technology (OIT)
Financial Management Information Systems (FMIS)

Within DBM's OIT the FMIS Project operates a Statewide fully integrated computer system that is used by policy makers as well as program and financial managers to analyze and evaluate management and financial decisions at all levels of State government. The FMIS system is still being developed, enhanced and maintained. Included in the overall FMIS development effort is a plan to replace the current, obsolete Statewide budgeting system which will be integrated into FMIS.

CONTRACT NO. & TITLE: FMIS-0697-002: Information Builders Inc. (IBI)

DESCRIPTION: Contract provides for IBI to provide mainframe software, software maintenance, training, and consulting services to FMIS user agencies or agencies already owning IBI software. In addition the contract provides for the development and implementation of a new, comprehensive Statewide Budget Preparation and Analysis System (BPAS). BPAS will be closely integrated with the State's FMIS accounting system to provide essential information for the creation and analysis of budget information and will replace the current budget preparation system known as HOBOS which is not century compliant.

TERM: 6/11/97 - 6/30/2002

PROCUREMENT METHOD: Sole Source

BIDS OR PROPOSALS: N/A

AWARD: Information Builders, Inc./Towson, Md.

INCUMBENT:

None

Appendix A, Services Contract, Sample # 1 (continued)
(Sole Source - Information Technology)

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: (Cont.)

FUND SOURCE:

90% Gen.; 10% Reimbursable (participating agencies; see
Requesting Agency Remarks below)

APPROP. CODE:

F10A04

AMOUNT:

\$9,545,430 (5 Years)
(\$8,590,887 Gen.; \$954,543 Reimb.)

PERFORMANCE BOND:

\$9,545,430

REQUESTING AGENCY REMARKS: Since the beginning of the FMIS project, the State has used Information Builders software as an integral part of FMIS operations. This agreement provides the State with the ability to continue to purchase software maintenance, new software, consulting and training services on the use of IBI products.

IBI software will be used for the development and implementation of BPAS. BPAS will replace the existing HOBOS budgeting system, which is no longer supported by its publisher and which is not century compliant.

The IBI software to be purchased and used to develop BPAS will provide the State with a set of tools designed specifically to develop new client/server applications and insure that new applications can be moved from the mainframe to smaller hardware platforms should the need arise. Other tools allow for Internet World Wide Web application development.

The contract provides for the following deliverables:

Renews the maintenance agreement for FMIS software.

Provides for the purchase of additional software licenses for users of the FMIS ad hoc reporting system.

Provides for the purchase of software to be used for the development and implementation of BPAS.

Provides for the purchase of training and consulting services for agencies related to the use of IBI software on a reimbursable basis.

Provides for the purchase of consulting services to develop and implement BPAS.

Appendix A, Services Contract, Sample # 1 (continued)
(Sole Source - Information Technology)

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: (Cont.)

Five year cost summary is as follows:

Software maintenance	\$1,000,000	
BPAS purchased software licenses	\$1,000,000	
BPAS consulting services	\$4,799,590	
Agency consulting and training	\$2,500,000	
Budget publishing system(optional)	\$ 200,000	
Miscellaneous items	<u>\$ 45,840</u>	
	\$9,545,430	Total

The Office of the State Comptroller has verified, under Control Number 9X-YYYY-ZZZZ that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor is a resident business under the guidelines of BPW Advisory P-003-95 Revised.

The contractor warrants that the IT products/services are century compliant.

DBM REMARKS:

Board of Public Works Action - The above referenced Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

**Appendix A, Services Contract, Sample #2
(Sole Source-Continuity of Care)**

BPW MM/DD/YY

**DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

SERVICES CONTRACT

ITEM: **Agency Contact:** Eileen Smith (410)-555-5594

DEPARTMENT: Health and Mental Hygiene (DHMH)

PROGRAM: Community and Public Health Administration
(CPHA)

The CPHA program ensures the availability of basic public health services to all twenty-four Maryland subdivisions. Furthermore, it supports and utilizes family and community structures to promote healthy lifestyles to persons at risk of disease or who are ill, disabled or disadvantaged.

CONTRACT NO. & TITLE: DHMH DCT 98-9587: Family, Infant and Child Care Center

DESCRIPTION: **Provide specialized child day care for medically fragile/complex infants and toddlers, as well as provide parent-support training and training to related service professionals.**

TERM: 7/1/97 - 6/30/2000

PROCUREMENT METHOD: Sole Source (continuity of care)

BIDS OR PROPOSALS: N/A

AWARD: **The Arc of Montgomery County/Rockville, MD**

INCUMBENT: Same (7/1/94 - 6/30/97; \$1,241,082)

FUND SOURCE: 100% Gen. **APPROP. CODE:** M00F02

AMOUNT: **\$1,199,697 (3 Years)**

PERFORMANCE BOND: None

Appendix A, Services Contact, Sample #2 (continued)
(Sole Source-Continuity of Care)

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: (Cont.)

REQUESTING AGENCY REMARKS: "Sole source procurement is appropriate under COMAR 21.14.01.06C in order to provide continuity of care." This program, which began in CY 1991, provides specialized day care for 24 medically fragile/complex infants and toddlers. The infants and toddlers are six weeks to three years old whose needs cannot be met in a traditional day care program because they have profound, complex medical conditions and/or require specialized medical services. Concurrently, training will be given to childcare providers and to professionals in related service fields to increase the availability of specialized care. In addition, training, counseling and support will be provided to parents and caregivers to enable them to continue to care for their children at home.

The contractor shall also provide child care services to include:

- Daily nursing assessments and services
- Administration of medical procedures by qualified staff
- Consultation with medical providers
- Emergency services
- Developmentally appropriate activities program
- Day to day counseling with parents and care givers as appropriate

The Office of the State Comptroller has verified, under Control Number 9X-YYYY-ZZZZ that the contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor is a resident business under the guidelines of BPW Advisory P-003-95 revised.

DBM REMARKS:

Board of Public Works Action - The above referenced Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

**Appendix A, Services Contact, Sample #3
(Competitive Sealed Bidding)**

BPW MM/DD/YY

**DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

SERVICES CONTRACT

ITEM: **Agency Contact:** Kevin Jones (410) 555-7567

DEPARTMENT: Human Resources (DHR)

PROGRAM: Child Support Enforcement Administration (CSEA)

The CSEA has the responsibility for statewide administration of an effective child support enforcement system to serve recipients of Medical Assistance and of State and Federal Foster Care benefits. CSEA develops and implements new programs, monitors performance contracts with child support agencies for services, provides technical assistance and support to local child support enforcement agencies, trains State and local child support staff and manages central operations units. CSEA also provides for testing of parents and children in contested child support cases involved with establishing paternity.

CONTRACT NO. & TITLE: CSEA/GT-97-001 Genetic Testing Services

DESCRIPTION: **Contract to provide genetic testing services in contested child support cases for the purpose of establishing paternity in Caroline, Cecil, Dorchester, Garrett, Kent, Washington, Wicomico and Worcester counties.**

TERM: 7/1/97 - 6/30/99 (w/1 one-year renewal option)

PROCUREMENT METHOD: Competitive Sealed Bidding

BIDS OR PROPOSALS:

	<u>Bid (per person)</u>	<u>Estimated*</u> <u>Amount</u>
Laboratory Corporation of America Holdings		\$60.00 \$478,800
Burlington, NC (Local Office in Baltimore, MD)		
Micro Diagnostics/Nashville, TN	\$61.00	\$486,780
Gene Proof Technologies/Nashville, TN	\$72.00	\$574,560
Baltimore Rh Typing Laboratory/Baltimore, MD	\$76.50	\$610,470

* For an estimated 7,980 tests over the 2 year contract period.

Appendix A, Services Contact, Sample #3 (continued)

(Competitive Sealed Bidding)

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: (Cont.)

AWARD: **Laboratory Corporation of America Holdings**
Burlington, NC (Local Office in Baltimore, MD)

INCUMBENT: Baltimore Rh Typing Laboratory,

FUND SOURCE: 10% Gen; 90% Fed. (Title IV-D Child Support)

APPROP. CODE: N00G00

AMOUNT: **\$478,800** (2 Years)

PERFORMANCE BOND: None

REQUESTING AGENCY REMARKS: Paternity testing labs are required to be registered with CSEA to provide services to courts in Maryland. Registration requires documentation of laboratory accreditation and qualifications of directors and officers. Currently, 12 labs are so registered. The Invitation for Bids (IFB) was sent to each of these labs. In addition, the IFB was sent to the 3 medical laboratories listed in the MBE Directory, as well as to 27 other Maryland based medical labs (a total of 30 non-registered labs).

Four of the 12 registered labs submitted bids. None of the 30 non-registered labs submitted bids. An analysis of the no-bids from Maryland based labs revealed that: 4 vendors which returned the Notice to Vendors/Contractors stated that "the service was not something normally provided;" 7 notices were returned as undeliverable and "no response" was received from all of the 23 other Maryland based vendors.

All 4 CSEA registered bidders met the solicitation requirements, hence had their bids considered. Under an IFB the award is based on the lowest bid price from an acceptable bidder.

It should be noted that generic testing costs are recouped from absent parents when the probability of paternity exceeds the 99% level.

Appendix A, Services Contact, Sample #3 (continued)

(Competitive Sealed Bidding)

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: (Cont.)

CSEA solicited the services of the American Association of Blood Banks (AABB) to revise and make more competitive the specifications for this service this year. The AABB recommended that CSEA remove requirements that labs adhere to CSEA's specific battery of test systems, because of the vast number of systems and methodologies available that would bring about the same desired results. CSEA concurred with this recommendation.

This contract is currently under protest by the incumbent vendor. Approval is requested notwithstanding the protest. Approval of the contract without delay is necessary to protect substantive State interests which are at risk and which include the recovery of approximately \$80,000 per month in child support payments as the result of paternity lab testing services which can not be interrupted. In addition the selected vendor's lab service charges are substantially cheaper than the incumbent's current charges resulting in an estimated annual savings of \$143,640 (\$18 per test cost X 7,980 tests).

The Office of the State Comptroller has verified, under Control Number 9X-YYYY-ZZZZ that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State of the extent required by the laws of Maryland.

The contractor is a resident business under the guidelines BPW Advisory P-003-95 Revised.

DBM REMARKS:

Board of Public Works Action - The above referenced Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

**Appendix A, Services Contract, Sample #4
(Multi-Step Competitive Sealed Bidding)**

BPW MM/DD/YY

**DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

SERVICES CONTRACT

ITEM: **Agency Contact:** Linda L. Jones (410) 555-1556

DEPARTMENT Comptroller of the Treasury (COT)

PROGRAM Compliance Division

The COT Compliance Division is responsible for the enforcement of all tax laws administered by the Comptroller. Primary functions include all auditing, collection, investigating, testing, inspection, and compliance activities necessary for enforcement. In conjunction with these activities, the division handles the levying of assessments, tax appeals, and legal enforcement.

CONTRACT NO. & TITLE OCS-97018-Secondary Assignment Collection Services

DESCRIPTION: **The Comptroller of the Treasury has a need to retain an organization independent of the State of Maryland to perform collection services on secondary assignments of delinquent tax accounts owed to the State.**

TERM: 7/18/97 - 7/17/98 (w/2 one-year renewal options)

PROCUREMENT METHOD: Multi-Step Competitive Sealed Bidding

BIDS OR PROPOSALS: Bid rates, as a percentage of recoveries, were:

	<u>Normal</u>	<u>Out-of-State Litigation</u>	<u>Composite Wtd. Rate*</u>
National Credit Management Corp. Hunt Valley, MD	10.85%	10.85%	10.85%
Financial Collection Agencies Silver Spring, MD	12.80	12.80	12.80

*Composite weighted rate = 95% Normal rate + 5% Out-of-State Litigation rate

AWARD: **National Credit Management Corp./Hunt Valley,
MD**

INCUMBENT:

Same (7/18/94 - 7/17/96; \$1,179,186)

Appendix A, Services Contact, Sample #4 (continued)
(Multi-Step Competitive Sealed Bidding)

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: (Cont.)

FUND SOURCE: 100% Special **APPROP. CODE:** E00A0501
(Delinquent Tax Account)

AMOUNT: \$800,000 (1 Year)

PERFORMANCE BOND: \$800,000

REQUESTING AGENCY REMARKS: Five technical offers were submitted, only two of which were determined to be acceptable. Alacrity Collection Corp. of Annapolis, MD is a MDOT certified MBE subcontractor which will perform services worth at least 14% of the dollar value of the contract. The evaluation goal for this solicitation was to select the acceptable vendor with the greatest net recovery of delinquent taxes to the State.

There were two phases of the bid, technical offer and financial bid. The technical part determined which proposals were acceptable. The technical evaluation was performed on the basis of the following factors: Vendor Experience (weight 15%); Understanding the Problem (weight 20%); Technical Approach and Work Plan (weight 30%); and Management Capability (weight 35%).

The Office of the State Comptroller has verified, under Control Number 9X-YYYY-ZZZZ, that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business with in the State to the extent required by the laws of Maryland.

The contractor is a resident business under the guidelines of BPW Advisory P-003-95 Revised.

DBM REMARKS:

Board of Public Works Action - The above referenced Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

Appendix A, Services Contract, Sample #5
(Competitive Sealed Bidding-Information Technology)

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

SERVICES CONTRACT

ITEM:

Agency Contact: Mark Smith (410) 555-7808

DEPARTMENT:

Juvenile Justice (DJJ)

PROGRAM:

Administration

The Administration program provides the resource management and staff necessary for key administrative and control functions that enhance the overall operations of the entire Department, such as: Personnel, Procurement, Budget, Accounting, Payroll, Restitution, Auditing, Specialized Operations, Information Technology, Facilities maintenance and Support Services.

CONTRACT NO. & TITLE:

97-JJ-048 Technical Assistance & Consultation for Information Technology

DESCRIPTION:

Vendor to provide on-site, full-time, technical consultant assistance to a DJJ project team developing a large complex client/server information technology project.

TERM:

7/14/97 - 7/13/98 (w/1 six-month renewal option)

PROCUREMENT METHOD:

Competitive Sealed Bidding

BIDS OR PROPOSALS:

See Attachment

AWARD:

Edward T. Cummins/Baltimore, MD

INCUMBENT:

Same (3/3/97 - 6/30/97; \$34,400 @\$50.00/hr)

FUND SOURCE: 100% Gen

APPROP. CODES: V00A01,02.11230.0899

AMOUNT:

\$114,400 (1 Year)

PERFORMANCE BOND:

None

Appendix A, Services Contact, Sample #5 (continued)
(Competitive Sealed Bidding-Information Technology)

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM:

REQUESTING AGENCY REMARKS: A notice of the availability of the Invitation for Bids (IFB) was sent to 21 organizations, of which 16 were Maryland vendors and one an MBE. The solicitation notice was also published in the Maryland Contract Weekly. Six bids were received, two of which were determined to be non-responsive. Three organizations that declined to submit bids indicated that they had other commitments or the subject matter of the contract was either something they do not usually provide or was beyond their current capacity.

DJJ is in the process of replacing its Juvenile Justice information system known as ISYS. A Request for Proposals (RFP) is being finalized at this time to procure the new system. The selected vendor on the consulting contract requested for approval in this Agenda Item will initially focus on the establishment of the technical infrastructure needed to run the new system. Later, work will focus on coordinating the actual system construction which will be implemented by the successful offeror of the new juvenile justice information system.

The incumbent vendor, Edward T. Cummins is recommended for award. This vendor has provided technical consulting to DJJ by assisting in the preparation of the RFP to replace the old ISYS system. As a result of this work, this vendor will be excluded from bidding on implementing the new system.

The Office of the State Comptroller has verified, under Control Number 9X-YYYY-ZZZZ, that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor is a resident business under the guidelines of BPW Advisory P-003-95 Revised.

DBM REMARKS:

Board of Public Works Action - The above referenced Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

Appendix A, Services Contract, Sample #5 (continued)
(Competitive Sealed Bidding-Information Technology)

BPW MM/DD/YY

ITEM: (Cont.)

ATTACHMENT

BIDS OR PROPOSALS:

	Hourly Rate <u>Bid</u>	Total Bid <u>(40 hrs/wk x 52 wks)</u>
1. Edward T. Cummins /Baltimore, MD	\$55.00	\$114,400
2. McFadden & Associates, Inc. /Silver Spring, MD	\$95.00	\$197,600
3. Alpha Engineering Association /Greenbelt, MD	\$100.00	\$208,000
4. Sunil J. Porter /Burtonsville, MD	\$101.12	\$210,330

**Appendix A, Services Contract, Sample #6
(Competitive Sealed Bidding-Revenue Contract)**

BPW MM/DD/YY

**DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

SERVICES CONTRACT

ITEM: **Agency Contact:** Mark Jones (410) 555-7808
DEPARTMENT: Natural resources (DNR)

PROGRAM: Public Lands-State Forest & Park Service
Assateague Island State Park

The Public Lands program operates various State Parks concessions including the one at Assateague Island State Park. The program provides the resource management and staff necessary for key administrative and control functions that enhance the overall operations of the entire Forest & Parks Service Operations.

CONTRACT NO. & TITLE: Assateague Island State Park - Concession Contract

DESCRIPTION: **Revenue contract to operate a beach/food concession at Assateague Island State Park.**

TERM: 5/1/97 - 11/30/2001

PROCUREMENT METHOD: Competitive Sealed Bidding

BIDS OR PROPOSALS: See Attachment

AWARD: **Gemmill Properties/Ocean City, MD**

INCUMBENT: Eastern Quality Vending
(6/1/96 - 11/30/96; 10% of gross receipts)

FUND SOURCE: 100% Special **APPROP. CODES:** T00A0102

AMOUNT: **\$780,000** (55 months of estimated income), 21% of all gross monies (\$163,800 estimated) received as a commission

Appendix A, Services Contract, Sample #6 (continued)
(Competitive Sealed Bidding-Revenue Contract)

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: (Cont.)

PERFORMANCE BOND: None

REQUESTING AGENCY REMARKS: A notice of the availability of the Invitation for Bids (IFB) was sent to 21 organizations, of which 16 were Maryland vendors and one an MBE. The solicitation notice was also published in the Maryland Contract Weekly. Six bids were received, two of which were determined to be non-responsive. Three organizations that declined to submit bids indicated that they had other commitments or the subject matter of the contract was either something they do not usually provide or was beyond their current capacity.

The Office of the State Comptroller has verified, under Control Number 9X-YYYY-ZZZZ, that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor is a resident business under the guidelines of BPW Advisory P-003-95 Revised.

DBM REMARKS:

Board of Public Works Action - The above referenced Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

Appendix A, Services Contract, Sample #6 (continued)
(Competitive Sealed Bidding-Revenue Contract)

BPW MM/DD/YY

ITEM: (Cont.)

ATTACHMENT

BIDS OR PROPOSALS:

	Commission Amount Based Upon <u>Estimated Gross Receipts of \$780,000</u>	
1. Gemmill Properties/Ocean City, MD	\$163,800	21% of gross receipts
2. Eastern Quality Vending/Salisbury, MD	\$140,400	18% of gross receipts
3. I&R, Inc./Berlin, MD	\$129,948	16% of gross receipts
4. Chesapeake Food Svc/Annapolis, MD	\$101,400	13% of gross receipts

Appendix A, Services Contract, Sample #7
(Competitive Sealed Proposals - Information Technology Using Point Scoring)
BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

SERVICES CONTRACT

ITEM: **Agency Contact:** Gerald Jones (410) 830-2050

DEPARTMENT: Towson State University

PROGRAM: Institutional Support

The Institutional Support program is responsible for servicing the graduate and undergraduate admissions and financial aid processes of the University. The program is also responsible for developing and implementing administrative Information Technology projects for the University, including workflow and document imaging systems that will be used and shared with other University offices such as Student Records and Registration; Bursar's Office; Comptroller's Office; and the Office of Human Resources.

CONTRACT NO. & TITLE: TSU-IMAGING 9629 - Workflow/Document Imaging System

DESCRIPTION: **Provision of a Workflow and Document Imaging System (WDIS), including planning, design, installation, training, maintenance, and system integration services.**

TERM: 5/1/97-4/30/2000 (w/2 one-year renewal options)

PROCUREMENT: Competitive Sealed Proposals

BIDS OR PROPOSALS:

	Technical Score (Rank) (Max=600)	Cost Score (Rank) (Max=400)	Cost	Overall Score (Rank)
R.M. Vredenburg & Company Reston, VA	485 (2)	396 (1)	\$509,605	881 (1)
Gulf Computers	561 (1)	258 (3)	\$783,276	819 (2)

Baltimore, MD

Appendix A, Services Contract, Sample #7 (continued)
(Competitive Sealed Proposals - Information Technology Using Point Scoring)
BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: (Cont.)

AWARD: R.M. Vredenburg & Company/Reston, VA

INCUMBENT: None

FUND SOURCE: 100% Current Unrestricted

APPROP. CODE: R24B24

AMOUNT: \$509,605 (3 Years)

PERFORMANCE BOND: \$509,605

REQUESTING AGENCY REMARKS: This contract was advertised in the Maryland Contract Weekly. RFPs were mailed to 67 prospective companies, 41 of which were Maryland firms, as well as to the Governor's Office of Minority Affairs. An MBE subcontract participation goal of 14% of the total contract amount was established for this procurement (the certified Maryland MBE subcontractor to the recommended contractor is JHM Research and Development, Inc.).

Virginia, the home state of the successful offeror, does not apply a residency preference for resident vendors of services covered by this contract. Therefore, no reciprocal preference has been granted to the responsible Maryland vendor who submitted an offer.

It is essential for Towson State University to re-engineer its processes and procedures to handle the current volume of paper-based documents being processed. As the University achieves significant enrollment growth, the application of WDIS will increase operating efficiency and productivity by reducing the volume of paper-based documents that must be processed.

The WDIS will service the graduate and undergraduate admissions and financial aid processes. It is expected to be expanded to include other University offices, including, but not limited to, Student Records and Registration, Bursar's Office, Comptroller's office, and the Office of Human Resources. The WDIS will

interface and operate in parallel with the production applications, with either real-time or batch interaction to maintain data consistency across systems.

Appendix A, Services Contact, Sample #7 (continued)
(Competitive Sealed Proposals - Information Technology Using Point Scoring)
BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: (Cont.)

The Office of the State Comptroller has verified under Control Number 9X-YYYY-ZZZZ that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor is not a resident business under the guidelines of BPW Advisory P-003-95 Revised.

The contractor warrants that the WDIS products/services are century compliant.

DBM REMARKS:

Board of Public Works Action - The above referenced Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

**Appendix A, Services Contract, Sample #8
(Competitive Sealed Proposals - Consolidated Item Using Point Scoring)**

BPW MM/DD/YY

**DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

SERVICES CONTRACT

ITEM:

Agency Contact: Mark George (410) 555-7808

DEPARTMENT:

Human Resources (DHR)

Baltimore City Department of Social Services (BCDSS)

PROGRAM:

Family Investment Program-Family Investment
Administration

The Family Investment Program (FIP) is the State program for serving welfare recipients. It encompasses the provision of Temporary Cash Assistance (TCA) and efforts to move welfare recipients/applicants to work. The goal of FIP is to emphasize job training and placement and after assessing each family's specific needs and resources, provide TCA only as a last resort.

CONTRACT NO. & TITLE:

BCDSS/IMA-97/015-S

Direct Job Placement Program Services

DESCRIPTION:

Award 7 contracts in Baltimore City to provide Direct Job Placement Program Services. These services are for the purpose of placing TCA recipients into full-time, unsubsidized employment.

TERM:

6/19/97 - 6/30/99 (w/2 one-year renewal options)

PROCUREMENT METHOD:

Competitive Sealed Proposals

BIDS OR PROPOSALS:

See Attachment

AWARDS: See Attachment

INCUMBENTS: None

FUND SOURCE: 100% Fed (Temporary Assistance to Needy Families-
TANF- Block Grant)

Appendix A, Services Contract, Sample #8 (continued)
(Competitive Sealed Proposals - Consolidated Item Using Point Scoring)
BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: (Cont.)

APPROP. CODE: N00G00

AMOUNTS: \$7,792,143 Grand Total (2 Years)

PERFORMANCE BOND: None

REQUESTING AGENCY REMARKS: The solicitation notice was advertised in the Maryland Contract Weekly. In addition, over 100 copies of the Request For Proposals (RFPs) were mailed to various public and private entities. Eleven proposals were received. Seven offerors are being recommended for award (see Attachment) while 4 offerors were determined to be not reasonably susceptible of being selected for award.

During the first 12 months of the contract period, the offerors selected under this contract will recycle approximately 80% of the contract dollars back into Baltimore City and the State's economy. This estimate is based upon the offerors' personnel needs, office automation and specific program operational costs associated with developing a comprehensive job placement initiative.

After 13 weeks of program activity, approximately 2,100 TCA recipients will be placed in full-time employment with the goal of a 96% retention rate at 26 weeks.

BCDSS anticipates that most of the jobs obtained by TCA recipients will be above the minimum wage.

In addition, the diversity of the contractors selected will generate job placements in a variety of occupations, i.e., service industry, manufacturing, clerical, hospitality, geriatrics, landscaping, information

processing and information management.

The Office of the State Comptroller has verified, under the Attached list, that the recommended contractors have no known deficiencies in the payment of their Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or the Department of Assessments and Taxation, as applicable, that the contractors are appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractors are resident businesses under the guidelines of BPW Advisory P-003-95 Revised.

Appendix A, Services Contract, Sample #8 (continued)
(Competitive Sealed Proposals - Consolidated Item Using Point Scoring)

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: (Cont.)

DBM REMARKS:

Board of Public Works Action - The above referenced Item was:

APPROVED	DISAPPROVED	DEFERRED	WITHDRAWN
WITH DISCUSSION		WITHOUT DISCUSSION	

Appendix A, Services Contract, Sample #8 (continued)
(Competitive Sealed Proposals - Consolidated Item Using Point Scoring)
 BPW MM/DD/YY

ITEM: (Cont.)

ATTACHMENT

<u>BIDS/PROPOSALS:</u>	<u>Amount</u>	(60 Points Max)	(40 Points Max)	Final Score & Rank
		Tech Score & Rank	Finac. Score & Rank	
Civic Works Baltimore, MD (97-2590-0110)	\$59,850	47.6 (4)	40.0 (1)	87.6 (1)
Arbor, Inc Baltimore, MD (97-2591-0110)	\$1,980,000	51.3 (2)	20.1 (2)	71.4 (2)
Human Develop. Inst. Baltimore MD (97-2592-0110)	\$1,215,000	49.0 (4)	17.4 (3)	66.4 (3)
America Works of MD Baltimore, MD (97-2593-0110)	\$2,452,500	54.8 (1)	8.5 (5)	63.3 (4)

Maryland New Directions	\$487,508	47.4 (5)	13.0 (4)	60.4 (5)
Baltimore, MD (97-2594-0110)				
Caroline Center	\$820,000	46.6 (7)	8.5 (5)	55.1 (6)
Baltimore, MD (97-2595-0100)				
Delle Data Systems, Inc.	\$777,285	47.1 (6)	7.6 (7)	54.7 (7)
Largo, MD (97-2596-0010)				
	\$7,792,143	Grand Total		

Appendix A, Services Contact, Sample #9
(Competitive Sealed Proposals - No Points Scoring Format)

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: **Agency Contact:** Michael Smith (410) 555-8740

DEPARTMENT: Board of Trustees for Maryland Teachers & State Employees
Supplemental Retirement Plans (MSRP)

PROGRAM: Administration

The MSRP Administration Program administers Maryland's 457 Deferred Compensation, 403(b) Tax Sheltered Annuity and 401(k) Savings and Investment Plans [exclusive of the 401(k) special transfer account].

CONTRACT NO. & TITLE: MSRP-01/98-TPA "Plan Administrator Contract"

DESCRIPTION: Perform administrative, accounting, enrollment and other participant services for the Maryland Supplemental Retirement Plans. A single,

independent provider is needed to carry out the day-to-day operations of all three payroll savings plans.

TERM: 1/1/98 - 12/31/2002

PROCUREMENT METHOD: Competitive Sealed Proposals

BIDS OR PROPOSALS: See attached

AWARD: **Public Employees Benefit Services Corporation (PEBSCO)** / Columbus, OH (local office in Baltimore, MD)

INCUMBENT: Same (currently 0.55% of Plan assets per year, plus \$12 per year per participant account; see Requesting Agency Remarks below)

AMOUNT: 0.28% of Plan assets per year. First year cost estimated at **\$2,300,000** (based on \$820 million in Plan assets; see Requesting Agency Remarks below)

PERFORMANCE BOND: \$11,500,000

FUND SOURCE: N/A **APPROP. CODE.** N/A
(See Requesting Agency Remarks below)

Appendix A, Services Contact, Sample #9
(Competitive Sealed Proposals - No Points Scoring Format)

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: (Cont.)

REQUESTING AGENCY REMARKS: The MSRP Board of Trustees began in September 1995 with a national fact-finding survey (a Request for Information) to gather input from all interested parties about the state of the art in servicing voluntary retirement savings programs for public employees. Following written submissions and face-to-face meetings with industry representatives, the Board of Trustees constructed and published a Request for Proposals in 1996 for plan administrator services for the three supplemental retirement payroll savings plans.

The RFP was advertised in the Maryland Contract Weekly, the Wall Street Journal and Pensions & Investments Weekly. There were 145 availability notices and 90 copies of the RFP mailed out, including more than 20 to Maryland firms. A total of 7 offers were received, 2 of which were deemed not reasonably susceptible of being selected for award.

An evaluation and selection committee, consisting of the members of the MSRP Board of Trustees, evaluated each of the technical proposals. The most important technical evaluation factor reviewed in each proposal was the offeror's size, resources and experience with plans comparable in size and scope.

Attention was also focused on the specific services and technologies proposed by each offeror, including the strategy proposed for delivering Plan investment services to participating employees. The personal service component of PEBSCO's approach and the number of experienced staff to be assigned to customer service was judged to clearly set the PEBSCO technical proposal above all others.

The RFP included an MBE goal of 14%. The achievement of this goal was stressed to the 14 firms that attended the pre-proposal conference. The PEBSCO offer includes specific commitments to meet the 14% MBE goal. A total of 5 MDOT certified MBE firms will be participating in this contract for the provision of printing services, photo equipment, office equipment/supplies, electrical supplies and computer hardware and software.

PEBSCO has been the incumbent contractor under 3 separate contracts with duration's of 4 to 11 years, all scheduled to end on 12/31/97 with a charge rate of 0.55% of Plan assets annually, plus \$12 per year per participant account. This charge rate was the result of substantial negotiations in CY 1985 and CY 1986 due to the necessity to separate administrative charges from Plan assets. At that time charges on mutual fund assets were 0.95% of Plan assets annually.

Appendix A, Services Contact, Sample #9
(Competitive Sealed Proposals - No Points Scoring Format)

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: (Cont.)

The proposed contract award includes a fee of 0.28% of the Plans assets annually, taken directly from participants' supplemental retirements accounts. Assuming an asset base of \$820 million, the first year value of this contract would approximate \$2.3 million. Subsequent year costs to participants will vary only with changes in total Plan assets.

By law, all costs of the MSRP must be paid from participant contributions or their earnings. No State funds may be used to pay the expenses of these plans.

The Office of the Comptroller has verified, under Control Number 9X-YYYY-ZZZZ, that the contractor

has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor is a resident business under the guidelines of BPW Advisory P-003-95 Revised.

Although none of the national leaders in this industry are headquartered in Maryland, it was a requirement in the RFP that any successful offeror assemble and maintain a substantial presence within the State of Maryland in order to provide for direct services to participants Statewide. PEBSCO maintains an office in Baltimore, MD with more than a dozen local employees. In addition, all 5 MBE subcontractors are Maryland firms.

DBM REMARKS:

Board of Public Works Action - The above referenced Item was:

APPROVED	DISAPPROVED	DEFERRED	WITHDRAWN
WITH DISCUSSION		WITHOUT DISCUSSION	

**Appendix A, Services Contact, Sample #9
(Competitive Sealed Proposals - No Points Scoring Format)**

BPW MM/DD/YY

ITEM: (Cont.)

ATTACHMENT

BIDS OR PROPOSALS:

<u>Vendor</u>	<u>Rank</u>	<u>Tech And Rank</u>	Financial Bid in the Form of an Annual Asset Fee <u>Rank*</u>	Composite
PEBSCO Columbus, OH (local Office		(1)	0.28% (1)	(1)

in Baltimore, MD)

H. C. Copeland & Assoc. East Brunswick, NJ (local office in Columbia, MD)	(2)	0.30% (2)	(2)
Great West Life Benefits Comm. Corp. Reston, VA	(3)	0.37% (5)	(3)
Security First Group, Inc. Los Angeles, CA	(4)	0.33% (4)	(4)
National Deferred Compensation Columbus, OH	(5)	0.31% (3)	(5)

*Under the terms of the solicitation, the technical ranking had significantly more weight in the overall award determination than did the financial ranking.

Appendix B
Blank Contract Modification Form

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

CONTRACT MODIFICATION (SERVICES)

ITEM:

Agency Contact:

DEPARTMENT:

PROGRAM:

ORIGINAL CONTRACT NO. & TITLE:

ORIGINAL CONTRACT APPROVED:

ORIGINAL PROCUREMENT METHOD:

CONTRACTOR:

DESCRIPTION OF ORIGINAL CONTRACT:

DESCRIPTION OF MODIFICATION:

TERM OF ORIGINAL CONTRACT:

TERM OF MODIFICATION:

FUND SOURCE:

APPROP. CODE:

ORIGINAL CONTRACT AMOUNT:

MODIFICATIONS TO DATE(AMOUNTS/PURPOSE):

AMOUNT OF THIS MODIFICATION:

PERFORMANCE BOND:

REVISED TOTAL CONTRACT AMOUNT:

PERCENTAGE INCREASE(DECREASE) OF RATES:

Appendix B (continued)
Blank Contract Modification Form

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: (Cont.)

PERCENTAGE INCREASE(DECREASE) FROM
ORIGINAL CONTRACT (THIS MODIFICATION):

PERCENTAGE INCREASE(DECREASE)
OVERALL:

REQUESTING AGENCY REMARKS:

DBM REMARKS:

Board of Public Works Action - The above referenced Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

Appendix B

Contract Modification - Sample #1

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT **ACTION AGENDA**

CONTRACT MODIFICATION (SERVICES)

ITEM: Agency Contact: Lisa Jones (410) 555-5013

DEPARTMENT: Health and Mental Hygiene (DHMH)

PROGRAM: AIDS Administration

The AIDS Administration was established to provide the Department and the State with expert scientific and public health leadership to combat the spread of the Human Immunodeficiency Virus (HIV). The mission of the AIDS Administration is to decrease disability and death due to HIV by reducing the transmission of HIV and helping Marylanders already infected to live longer and better lives.

ORIGINAL CONTRACT NO. & TITLE: DHMH DCT 95-2008

ORIGINAL CONTRACT APPROVED: 6/16/93 DBM BPW Item 4S

ORIGINAL PROCUREMENT METHOD: Competitive Sealed Proposals

CONTRACTOR: Johns Hopkins University School of Medicine/Baltimore, MD

DESCRIPTION OF ORIGINAL CONTRACT: Operation of a Diagnosis & Evaluation service for adults with HIV/AIDS. Services will include patient evaluation, preparation of individual care plans, provision of accredited professional in-service education and technical consultation and provision of data.

DESCRIPTION OF MODIFICATION: Increase the scope of the contract to provide services to additional individuals affected by AIDS in Baltimore City.

TERM OF ORIGINAL CONTRACT: 7/1/93 - 6/30/96 (w/2 one-year renewal options)

TERM OF MODIFICATION: 9/1/97 - 8/31/98

Appendix B (continued)
Contract Modification - Sample #1

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: (Cont.)

FUND SOURCE: 100% Gen

APPROP. CODE: M00F04.01

ORIGINAL CONTRACT AMOUNT: \$1,322,518

MODIFICATIONS TO DATE (AMOUNTS/ PURPOSE):

Mod #1	\$ 18,007	FY 1994 increase reflects one position, part time
Mod #2	\$ 10,394	FY 1995 increase for temporary and Full Time Equivalent
Mod #3	\$ 5,000	FY 1996 increase for FTE from 10% to 30%
Opt # 1	<u>\$446,768</u>	Renew contract for period 7/1/96 - 6/30/97.
	\$480,169	Total

AMOUNT OF THIS MODIFICATION: **\$396,768** (1Year)

PERFORMANCE BOND: None

REVISED TOTAL CONTRACT AMOUNT: \$2,199,455

PERCENTAGE INCREASE(DECREASE)
OF RATES: N/A

PERCENTAGE INCREASE (DECREASE) FROM
ORIGINAL CONTRACT(THIS MODIFICATION): 30.0%

PERCENTAGE INCREASE (DECREASE)
OVERALL: 32.5%

Appendix B (continued)
Contract Modification - Sample #1

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: (Cont.)

REQUESTING AGENCY REMARKS: This contract modification will provide additional services for approximately 100 persons infected with HIV/AIDS in Baltimore City.

The Office of the State Comptroller has verified, under Control Number 9X-YYYY-ZZZZ, that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor is a resident business under the guidelines of BPW Advisory P-003-95 Revised.

DBM REMARKS:

Board of Public Works Action - The above referenced Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

Appendix B
Contract Modification - Sample #2

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

CONTRACT MODIFICATION (SERVICES)

ITEM:
7240

Agency Contact: Robert Jones (410) 555-

DEPARTMENT:

Housing and Community Development (HCD)
Division of Development Finance

PROGRAM:
(WAP)

Weatherization Assistance Program

The WAP reduces heating and cooling costs for low income families, elderly, people with disabilities and children by improving the energy efficiency of their homes through installation of energy conservation materials and other minor repairs to reduce residential heat loss, ensuring health and safety.

ORIGINAL CONTRACT NO. & TITLE:

S00P6001178 - Weatherization Assistance Program

ORIGINAL CONTRACT APPROVED:

6/28/95 DBM BPW Item 19-S

ORIGINAL PROCUREMENT METHOD:

Competitive Sealed Proposals

CONTRACTOR:

Upper Shore Aging, Inc/Chestertown, MD

DESCRIPTION OF ORIGINAL CONTRACT: Utilize energy conservation materials and techniques in the dwelling units of low-income persons in the State of Maryland. Priority for these services is given to our most vulnerable citizens - the poor, elderly and handicapped.

DESCRIPTION OF MODIFICATION:

Increase level of funding to provide additional weatherization projects and extend the contract to 6/30/98.

TERM OF ORIGINAL CONTRACT: 7/1/95-6/30/96 (w/1one-year renewal option)

TERM OF MODIFICATION: 7/1/97 - 6/30/98

Appendix B (Continued)
Contract Modification - Sample #2

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: (Cont.)

FUND SOURCE: 6.3% Spec; 93.7% Fed
(Special Funds - Exxon & BG&E)
(Federal Funds - Dept. of Energy)

APPROP CODE: S00A25

ORIGINAL CONTRACT AMOUNT: \$124,118

MODIFICATIONS TO DATE (AMOUNTS/PURPOSE):

Mod #1	\$ 136,107	Increased Department of Energy (DOE) funding for 1995.
Mod #2	\$(26,558)	DOE 1996 funding cut.
Opt #1	\$110,000	Renew contract for period 7/1/96 - 6/30/97
Mod #3	\$(15,000)	Elimination of funds due to lack of productivity.
	\$204,549	Total

AMOUNT OF THIS MODIFICATION: **\$111,405** (1Year)
(\$7,019 Spec; \$104,386 Fed)

PERFORMANCE BOND: None

REVISED TOTAL CONTRACT AMOUNT: \$440,072

PERCENTAGE INCREASE(DECREASE) OF RATES: N/A

PERCENTAGE INCREASE (DECREASE)
FROM ORIGINAL CONTRACT (THIS MODIFICATION): 89.8%

PERCENTAGE INCREASE (DECREASE)
(OVERALL):

165.9%

REQUESTING AGENCY REMARKS:

Additional funding has been obtained from the Federal DOE to provide additional WAP projects in Baltimore City and in Prince George's County for approximately 40 additional dwelling units for the poor, elderly and handicapped. Approximately 45% of the projects will be utilizing MBE subcontractors, an increase from the original contract of 25%.

Appendix B (Continued)
Contract Modification - Sample #2

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: (Cont.)

The Office of the State Comptroller has verified, under Control Number 9X-YYYY-ZZZZ, that the recommended contractor has no known deficiencies in the payment of its Maryland tax obligations. Verification has also been obtained from the Comptroller's Office or the Department of Assessments and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor is a resident businesses under the guidelines of BPW Advisory P-003-95 Revised.

DBM REMARKS:

Board of Public Works Action - The above referenced Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

Appendix B
Consolidated Contract Modification - Sample #3

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

CONTRACT MODIFICATION (SERVICES)

ITEM:

Agency Contact: Lisa Frank (410) 555-5013

DEPARTMENT:

Human Resources (DHR)

PROGRAM:

Child Care Administration (CCA)

The CCA has the responsibility for statewide administration of an effective childcare and early childhood services support system including the purchase of care through various Federal grants. CCA is also responsible for the registration of family childcare homes, the licensing of childcare centers and the certification of child care providers who are not required to be registered or licensed. As part of this responsibility, CCA develops and implements new programs, monitors performance contracts with child care support agencies for services, provides technical assistance and support to local child support agencies, trains State and local child support staff and manages central operations units. CCA is also responsible for the administration of all childcare subsidy programs and funding a child care resource referral network.

ORIGINAL CONTRACT NOS. & TITLES:

See Attachment

ORIGINAL CONTRACTS APPROVED:

6/12/95 DBM BPW Item 2-S

ORIGINAL PROCUREMENT METHOD: Competitive Sealed Proposals

CONTRACTORS: See Attachment

DESCRIPTION OF ORIGINAL CONTRACTS: Using Child Care and Development Federal Block Grant funding, CCA issued an RFP to increase the availability of early childhood development programs and before-and after-school child care programs by increasing the number of full-day, full-year, developmentally-appropriate child care services in Maryland. Specifically, all programs granted funding under the RFP developed, established, enhanced, linked and/or operated/expanded early childhood development programs, and before- and after-school child care programs. The early childhood programs are required to consist of services intended to provide an environment that enhances the educational, social, cultural, emotional and recreational development of children.

Appendix B (continued)
Consolidated Contract Modification - Sample #3

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: (Cont.)

DESCRIPTION OF MODIFICATION: Increase the award amounts to continue existing services for an additional four months. This additional time will allow DHR to complete the procurement process and issue a new RFP for the above-described services.

TERM OF ORIGINAL CONTRACT: 7/1/95 - 6/30/97

TERM OF MODIFICATION: 7/1/97 - 10/31/97

FUND SOURCE: 100% Fed (Child Care Development Block Grant)

APPROP. CODE: N00D01

ORIGINAL CONTRACT AMOUNTS: \$830,333 Grand Total (See Attachment)

MODIFICATIONS TO DATE (AMOUNTS/ PURPOSE): \$830,333 Grand Total (See Attachment)

Attachment)

AMOUNT OF THESE MODIFICATIONS:

\$276,777 Grand Total (4 months)
See Attachment

PERFORMANCE BOND:

None

REVISED TOTAL CONTRACT AMOUNTS:

\$1,054,610 Grand Total (See
Attachment)

**PERCENTAGE INCREASE(DECREASE)
OF RATES:**

N/A

**PERCENTAGE INCREASE (DECREASE) FROM
ORIGINAL CONTRACTS(THESE MODIFICATIONS):** See Attachment

Appendix B (continued)
Consolidated Contract Modification - Sample #3

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: (Cont.)

PERCENTAGE INCREASE (DECREASE)OVERALL: See Attachment

REQUESTING AGENCY REMARKS: The Office of the State Comptroller has verified, under the Attached Control Numbers that the recommended contractors have no known deficiencies in the payment of their Maryland tax obligations. Verification has also been obtained from the Comptroller's Office, or the Department of Assessments and Taxation, as applicable, that the contractors are appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractors are resident businesses under the guidelines of BPW Advisory P-003-95 Revised.

DBM REMARKS:

Board of Public Works Action - The above referenced Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

Appendix B (continued)
Consolidated Contract Modification - Sample #3

ITEM: (Cont.)		ATTACHMENT			BPW MM/DD/YY
Original Contract No. --	CCA/ECBAS/96 001-A2	CCA/ECBAS/96 002-A2	CCA/ECBAS/96 003-A2	CCA/ECBAS/96 004-A2	
Contractor --	P.A.C.T. Parents In Action	YMCA of Central Maryland	YWCA of Greater Baltimore, Inc	YWCA of Greater Baltimore, Inc	
Original Contract Amount --	\$120,000	\$160,500	\$58,054	\$74,064	
Modifications To Date --	\$120,000	\$160,500	\$58,054	\$74,064	
Amount of this Modification --	\$40,000	\$53,500	\$19,351	\$24,688	
Revised Total Amount --	\$280,000	\$374,500	\$135,359	\$172,816	
Percentage Increase --	43%	43%	43%	43%	
Percentage Increase Overall --	43%	43%	43%	43%	
Comptroller's Office Control # --	9X-YYYY-ZZZZ	9X-YYYY-ZZZZ	9X-YYYY-ZZZZ	9X-YYYY-ZZZZ	

Appendix B (continued)
Consolidated Contract Modification - Sample #3

ITEM:	(Cont.)			BPW MM/DD/YY
	ATTACHMENT			
Original Contract No. --	CCA/ECBAS/96 007-A2	CCA/ECBAS/96 008-A2	CCA/ECBAS/96 009-A2	Grand Totals
Contractor --	Balto City Public School-Paquin	Partners in Caring at Fox Chapel	Prince George's child Care Res Ctr	
Original Contract Amount --	\$199,161	\$160,500	\$58,054	\$830,333
Modifications To Date --	\$199,161	\$160,500	\$58,054	\$830,333
Amount of this Modification --	\$66,387	\$53,500	\$19,351	\$276,777
Revised Total Amount --	\$464,709	\$374,500	\$135,459	\$1,054,610
Percentage Increase --	43%	43%	43%	
Percentage Increase Overall --	43%	43%	43%	
Comptroller's Office Control # --	N/A (Exempt)	9X-YYYY-ZZZZ	9X-YYYY-ZZZZ	

BPW MM/DD/YY

REVISED TOTAL CONTRACT AMOUNT:

Appendix C (continued)
Blank Exercise of Contract Option Form

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: (Cont.)

PERCENTAGE INCREASE(DECREASE)
OF RATES:

PERCENTAGE INCREASE(DECREASE)
FROM ORIGINAL CONTRACT
(THIS OPTION):

PERCENTAGE INCREASE(DECREASE)
OVERALL:

REQUESTING AGENCY REMARKS:

DBM REMARKS:

Board of Public Works Action - The above referenced Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

Appendix C
Exercise of Contract Option - Sample #1

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

EXERCISE OF CONTRACT OPTION

ITEM: **Agency Contact:** Carl Jones (410) 555-5581

DEPARTMENT: Budget and Management (DBM)

PROGRAM: Office of Information Technology (OIT)
Telecommunications Unit

The DBM OIT Telecommunications Unit is responsible for coordinating and managing telecommunications activities statewide. Services provided include planning, monitoring and procurement of telecommunications equipment and services.

ORIGINAL CONTRACT NO. & TITLE: AST-9307-EDTE /Electronic Data

ORIGINAL CONTRACT APPROVED: 7/14/93 DGS BPW Item 4-S

ORIGINAL PROCUREMENT METHOD: Competitive Sealed Proposals

CONTRACTOR: **Racal-Datacom, Inc./**Ft. Lauderdale, FL
(Local Office in Ellicott City, MD)

DESCRIPTION OF ORIGINAL CONTRACT: This contract provides for supplying, installing, and maintaining Electronic Data Transmission Equipment and services. Racal-Datacom equipment and services are widely used by State and local government agencies to support data communications applications including remote dedicated or dial-up access to mainframe and personal computers via the State's Digital Backbone Network (DBN) or public switched telephone network facilities. Data communications network applications supplied under this contract include all of the connections that support the Annapolis Data Center, National Crime Information Center (NCIC) access, electronic finger print identification, motor vehicle and driving record access, and the Financial Management Information System (FMIS).

Appendix C (continued)
Exercise of Contract Option - Sample #1

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: (Cont.)

DESCRIPTION OF OPTION: Exercise the final one-year renewal option for the contract with Racal-Datacom, Inc. The Department of Budget and Management has negotiated a 30% reduction on new equipment purchases and services to be provided by Racal-Datacom, Inc., a savings of \$150,000 over the one-year renewal term of the contract.

TERM OF ORIGINAL CONTRACT: 7/14/93 - 07/13/95 (w/3 one-year renewal options)

TERM OF OPTION: 7/14/97 - 7/13/98

FUND SOURCE: 100% Reimbursable **APPROP. CODE:** F10A04
(Various User Agencies)

ORIGINAL CONTRACT AMOUNT: \$1,000,000

MODIFICATIONS/OPTIONS TO DATE (AMOUNTS/PURPOSES)

Opt #1	\$500,000	Renewal for period 7/14/95 - 7/13/96
Opt #2	\$500,000	Renewal for period 7/14/96 - 7/13/97
	\$1,000,000	Total

AMOUNT OF THIS OPTION: \$350,000 (1 Year)

PERFORMANCE BOND: \$1,000,000

REVISED TOTAL CONTRACT AMOUNT: \$2,350,000

PERCENTAGE INCREASE (DECREASE)

OF RATES:

30% Decrease

REQUESTING AGENCY REMARKS: Racal- Datacom, Inc. employs 17 individuals who work and live in the State of Maryland. Agencies currently using this contract to support data applications include the Departments of Human Resources, Public Safety and Correctional Services, Licensing and Regulations, Office of the Comptroller, the Judiciary, and other State and local government agencies.

Appendix C (continued)
Exercise of Contract Option - Sample #1

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: (Cont.)

The Office of the State Comptroller has verified, under Control Number 9X-YYYY-ZZZZ, that the recommended contractor has no known deficiencies in the payment of its Maryland Tax obligations. Verification has also been obtained from the Comptroller's Office, or Department of Assessment and Taxation, as applicable, that the contractor is appropriately registered to conduct business within the State to the extent required by the laws of Maryland.

The contractor is a resident business under the guidelines of BPW Advisory P-003-95 Revised.

DBM REMARKS:

Board of Public Works Action - The above referenced Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

Appendix D
Blank General Miscellaneous Form

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

GENERAL MISCELLANEOUS

ITEM:

Agency Contact:

DEPARTMENT:

PROGRAM:

AMOUNT OF REQUEST:

DESCRIPTION:

FUND SOURCE:

APPROP. CODE:

REQUESTING AGENCY REMARKS:

DBM REMARKS:

Board of Public Works Action - The above referenced Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

Appendix D (continued)
General Miscellaneous - Sample #1
(Contingent Fund Request)

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

GENERAL MISCELLANEOUS

ITEM:

Agency Contact: John F. Smith (410) 555-5234

DEPARTMENT:

Budget and Management (DBM)

PROGRAM:

Office of Human Resources (OHR)
Medical Services Unit

The DBM Office of Human Resources is responsible for administering all State personnel matters. The State Medical Services Unit is located in this program and provides medical examinations and other related medical services to State employees.

AMOUNT OF REQUEST:

\$27,731

DESCRIPTION: Approval requested for a tentative maximum allotment from the FY 1998 Contingent Fund and to create one position pursuant to 7-236, State Finance &

Procurement Article and Section 19, Chapter 3, Acts of 1997 (the Budget Bill for FY 1998).

Appropriation Detail: .01 Salaries, Wages, Fringe Benefits

<u>Position Description</u>	<u>Grade/Step</u>	<u>No.</u>	<u>Salaries, Wages & Fringes</u>
Registered Nurse	14/Base	1	\$27,272
0151 Social Security			2,024
0152 Health Insurance			4,003
0154 Retirees Health			1,374
0161 Employees Retirement			2,239
0173 Unemployment			63
0189 Turnover Expectancy (25%)			<u>(9,244)</u>
			\$27,731 Total Request

FUND SOURCE: 100 % Gen

APPROP. CODE: G00A03

Appendix D (continued)
General Miscellaneous - Sample #1
(Contingent Fund Request)

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: (Cont.)

REQUESTING AGENCY REMARKS: This position is requested in order to create a Registered Nurse position in the DBM Office of Human Resources' Medical Services Unit to provide medical assistance to all State employees in the Baltimore West Preston Street State complex.

DBM REMARKS:

Board of Public Works Action - The above referenced Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

Appendix D
General Miscellaneous - Sample #2
(Settlement Request)

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

GENERAL MISCELLANEOUS

ITEM:

Agency Contact: Larry Jackson (410) 555-6345

DEPARTMENT:

Transportation (MDOT)
Motor Vehicle Administration (MVA)

AMOUNT OF REQUEST:

\$260,000

DESCRIPTION: Approval requested to pay attorneys' fees in connection with class action litigation against the State of Maryland's Motor Vehicle Administration (MVA). This suit was brought by a class of disabled persons alleging that MVA's practice of charging a fee for disabled parking placards was in violation of the Americans with Disabilities Act (ADA). Approval requested pursuant to Maryland State Government

FUND SOURCE: 100% Special **APPROP. CODE:** J04E00
(Transportation Trust Fund)

DBM REMARKS:

APPROVED	DISAPPROVED	DEFERRED	WITHDRAWN
WITH DISCUSSION			WITHOUT DISCUSSION

BPW MM/DD/YY

GENERAL MISCELLANEOUS

PROGRAM: Office of Resource Conservation
Nutrient Management Program

Effective Date: 11/1/97

policies and procedures.

AMOUNT OF REQUEST: \$1,350

FUND SOURCE: 100% Fed
(Reimbursable) **APPROP. CODE:** L00A1502

DESCRIPTION: Travel Request for John Jones to attend the Soil and Water Conservation Society annual meeting in London, England from July 21 through July 26, 1997, at which time he will submit a paper and make a presentation on "Maryland Nutrient Management Program."

REQUESTING AGENCY REMARKS: The Maryland Nutrient Management Program, initiated by the Maryland Department of Agriculture, is the nation's first training and certification program for private sector consultants. Since the program's inception in 1989, John Jones has been involved directly in program planning, implementation and evaluation. As Director of the Program, Mr. Jones will share Maryland's unique, voluntary approach toward expansion of the program delivery by training, certification and participation of the private industry in this process. John Jones' participation will also provide an opportunity for the exchange of ideas, policies and strategies presented by the other participants at this meeting.

Appendix D (continued)
General Miscellaneous - Sample #3
(Travel Request)

BPW MM/DD/YY

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM:

DBM REMARKS:

Board of Public Works Action - The above referenced Item was:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION